



November 21, 2022

MEMORANDUM

FOR: The Regional Executive Director  
DENR MIMAROPA Region  
1515 DENR by the Bay Bldg. Roxas Blvd.  
Barangay 668, Ermita, Manila

FROM: The OIC, PENR Officer

SUBJECT: REQUEST FOR APPROVAL OF SPECIAL ORDER REGARDING THE  
CONDUCT OF LEARNING EVENT ON PROCUREMENT WORKFLOW,  
UPDATES ON THE REVISED IRR OF RA 9184 AND BASIC  
ORIENTATION ON MODERNIZED PHILGEPS

DENR Occidental Mindoro will be conducting a three-day online training for the members of the Bids and Awards Committee, Technical Working Groups, Secretariat and End-user for the purpose of increasing and enhancing the participant's knowledge with regards to the procurement process.

With this, we are asking your office for the approval of the attached Regional Special Order to make this activity possible.

  
CELSO B. ALMAZAN



**REGIONAL SPECIAL ORDER**

No. \_\_\_\_\_  
Series of 2022

**SUBJECT: AUTHORIZING THE CONDUCT OF LEARNING EVENT ON  
PROCUREMENT WORKFLOW, UPDATES ON THE REVISED IRR  
OF RA 9184 AND BASIC ORIENTATION ON MODERNIZED  
PHILGPES**

In the interest of service and to provide a venue to enhance and develop the knowledge of the members of the Bids and Awards Committee, Technical Working Groups, Secretariat and End-user with regards to the procurement process, the Learning Event on Procurement Workflow, Updates on the Revised IRR Of RA 9184 and Basic Orientation on Modernized PhilGEPS CY 2022 to be held on December 1-3, 2022 at Mamburao, Occidental Mindoro is hereby authorized.

Relative to this, the following personnel are authorized to attend namely:

**PENRO Occidental Mindoro**

- |                           |   |   |
|---------------------------|---|---|
| 1. Ernesto E. Tañada      | - | OIC, PENRO/ HoPE                                |
| 2. Abe R. Francisco       | - | Chief, MSD                                      |
| 3. Celso B. Almazan       | - | In-charge, TSD- BAC Chairperson                 |
| 4. Donebelle S. Mesina    | - | Accountant III                                  |
| 5. Emiliza A. Calabio     | - | Forester III/Chief, CDS/ BAC Vice Chairperson   |
| 6. Ferlinda S. Castillo   | - | LMO III/Chief, RPS/ BAC Member                  |
| 7. Romualdo S. Tria       | - | LMO III/Chief, MES/ BAC Member                  |
| 8. Henry A. Marmol        | - | ISA II/ OIC, Planning Section/ BAC Member       |
| 9. Wilfredo A. Aquino     | - | LMO II/ BAC Member                              |
| 10. Ellie Nuñez           | - | Forester II/ TWG Chairperson                    |
| 11. Josephine S. Tañada   | - | Budget Officer II (AO IV)/ TWG Vice Chairperson |
| 12. Michelle B. Umali     | - | Planning Officer II/ TWG Member                 |
| 13. Von Erika S. Causapin | - | Admin. Officer IV/HRMO II/ TWG Member           |
| 14. Michael A. Del Mundo  | - | Project Evaluation Assistant I/ TWG Member      |

**Biodiversity Corridor Project Management Unit**

- |                   |   |                           |
|-------------------|---|---------------------------|
| 15. Judith Redula | - | Finance and Admin Officer |
|-------------------|---|---------------------------|



**VIA ZOOM**

**CENRO Sablayan**

- |                            |   |                              |
|----------------------------|---|------------------------------|
| 16. Anastacio A. Santos    | - | CENR Officer/ End User       |
| 17. Mercy A. Fianza        | - | Forester I/ Planning Officer |
| 18. Alvin E. Sanico        | - | Forester II/Chief, CDS       |
| 19. Ariston SJ. Ramos      | - | Forester II/Chief, MES       |
| 20. Rolando L. Matanguihan | - | LMO III/Chief, RPS           |
| 21. Reynaldo A. Daño       | - | ECOMS II/Chief, PSU          |
| 22. Serna Urieta           | - | ADA VI/ Property Custodian   |

**CENRO San Jose**

- |                         |   |                     |
|-------------------------|---|---------------------|
| 23. Karina Tricia D. Sy | - | ECOMS I/ Chief, PSU |
| 24. Margaret P. Yutuc   | - | Credit Officer      |

**Protected Areas and Tamaraw Conservation Program**

- |                                |   |                           |
|--------------------------------|---|---------------------------|
| 25. Krystal Dayne T. Villanada | - | PASu, ARNP/ End User      |
| 26. Anna Ritchelle D. Nicanor  | - | ADA VI                    |
| 27. Arlene V. Francisco        | - | PASu, MCWS/ End User      |
| 28. Josie R. Corpuz            | - | ECOMS I                   |
| 29. Marites Castillo           | - | Forest Ranger             |
| 30. Hector S. Aragones         | - | PASu, MIBNP/ End User     |
| 31. John Paul M. Santelices    | - | Forest Ranger, MIBNP      |
| 32. Neil Anthony A. del Mundo  | - | TCP Coordinator/ End User |

**Secretariat**

- |                                  |   |  |
|----------------------------------|---|--|
| 33. Lyza Ellaine A. Bernabe      | - | Supply Officer I/ BAC Head Secretariat |
| 34. Sarah A. Maderazo            | - | ADA VI/ Secretariat                    |
| 35. Maria Jessica P. Del Rosario | - | Cashier I/ Secretariat                 |
| 36. Ma. Bernadette Alfante       | - | BAC Support Staff                      |

All expenses to be incurred relative thereto shall be charged against the fund of their respective offices subject to usual accounting and auditing procedures.

This order shall take effect on the period specified herein.

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director



**“LEARNING EVENT ON PROCUREMENT WORKFLOW, UPDATES ON THE  
REVISED IRR OF RA 9184 AND BASIC ORIENTATION ON MODERNIZED  
PHILGPES”**

**DECEMBER 1-3, 2022**

**PROGRAM**

DAY	TIME	ACTIVITIES
Thursday, December 1, 2022	7:30 AM	Registration (Breakfast will be serve)
	7:45 AM	Preliminary Program
	8:00 AM	Speaker 1: Mr. Regelio Labrador Presentation of 1 <sup>st</sup> Topic “BAC Workflow”
	10:00 AM	AM Snacks
	10:30 AM	Speaker 1 – Continuation 2 <sup>nd</sup> Topic “Procurement Planning”
	12:00 NN	Lunch Break
	1:00 PM	Speaker 1 – Continuation 3 <sup>rd</sup> Topic “Introduction to modernized PhilGEPS” (PM Snacks will be serve)
	4:00 PM	Issues and Concern
	6:00 PM	Dinner
Friday, December 2, 2022	7:30 AM	Breakfast
	7:45 AM	RECAP
	8:00 AM	Speaker 2: Mr. Gilbert Mondroy Presentation of 1 <sup>st</sup> Topic “Alternative Mode of Procurement”
	10:00 AM	AM Snacks
	10:30 AM	Speaker 2 – Continuation 2 <sup>nd</sup> Topic “Preparation of Cost Estimate”
	12:00 NN	Lunch Break



Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

	1:00 PM	Speaker 2 – Continuation 3 <sup>rd</sup> and 4 <sup>th</sup> Topic “Preparation of technical specifications, scope of work and Terms of Reference” and “Negotiated Procurement - Community Participation” (PM Snacks will be serve)
	4:00 PM	Issues and Concern
	6:00 PM	Dinner
Saturday, December 3, 2022	8:00 AM	RECAP
	9:00 AM	Group Activity (AM Snacks will be serve)
	10:30 AM	Group Presentation
	12:00 NN	Lunch Break
	1:00 PM	Group Discussion and Learning Event Assessment
	3:00 PM	Closing (PM Snacks will be serve)

Prepared By:

  
**MARIA JESSICA P. DEL ROSARIO**  
Cashier I/ Secretariat

Reviewed By:

  
**CELSO B. ALMAZAN**  
In-charge, TSD- BAC Chairperson

Approved By:

  
**ERNESTO E. TANADA**  
OIC, PENRO/HOPE