



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

MEMORANDUM

FOR : The Regional Executive Director
DENR Region IV-B

FROM : The Director
Financial and Management Service (FMS)

SUBJECT : **CONDUCT OF CONSULTATION ON THE PROPOSED GUIDELINES**

DATE : 23 NOV 2022

The Management Division-FMS, whose mandate among others, is to recommend measures for management improvement, is on its final phase in the formulation of the following proposed guidelines:

1. Guidelines on the Issuance of Certificate of Appearance; and
2. Guidelines on the Turn-Over of Work Accountabilities Before Resignation, Retirement, Secondment, Detail or Transfer to Another Office of a DENR Official/Employee.

In this regard, the Division shall conduct a one-day consultation-meeting in your Office with the aim to improve the Guidelines and ensure acceptability and usefulness. Specifically, the Division wants to generate valuable inputs/comments/suggestions and integrate your concerns/interests as policy implementors. We highly encourage that **statements, as comments to be integrated in the guidelines, be stated in a way as to how it will be reflected/read in the draft guidelines.** Shown below is the schedule of the consultation-meeting and the expected participants:

Office	Participants	Date
DENR-Region 4B, PENRO and CENRO	Chief of the Administrative Division	December 2, 2022
	One (1) representative from the Office of the RED	
	One (1) representative each from the Office of the ARDs	
	One (1) representative each from all Divisions in the Regional Office	
	Chief of the Management Services Division	
PENRO Occidental Mindoro and Palawan (thru Zoom Platform)	One (1) representative from the office of the PENRO	
	One (1) representative each from all divisions	

CENROs Sablayan and Puerto Princesa (thru Zoom Platform)	Designated Personnel Officer One (1) representative from the office of the CENRO One (1) representative each from all divisions	December 2, 2022
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We have attached the copies of the guidelines to fast-track consultation during our meeting. Likewise, electronic copies will be sent to your official email addresses.

The staff from the Management Division, Ms. Caroline B. Mahusay and Ms. Lea Marie F. Blas, will coordinate with your Office regarding this matter. For queries, you may reach her at telephone no. (02) 8926-6998 or at VOIP (02) 8249-3367 loc. 1028/1027.

For your consideration and appropriate action.


ANGELITO V. FONTANILLA



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Department of Environment and Natural Resources
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DENR-Region 4B, PENRO and CENRO	Chief of the Administrative Division One (1) representative from the Office of the RED One (1) representative each from the Office of the ARDs One (1) representative each from all Divisions in the Regional Office Chief of the Management Services Division	December 2, 2022
PENRO Occidental Mindoro and Palawan (thru Zoom Platform)	One (1) representative from the office of the PENRO One (1) representative each from all divisions	

CENROs Sablayan and Puerto Princesa (thru Zoom Platform)	Designated Personnel Officer One (1) representative from the office of the CENRO One (1) representative each from all divisions	December 2, 2022
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For your consideration and appropriate action.


ANGELITO V. FONTANILLA




MEMORANDUM CIRCULAR

No. 202_-__

SUBJECT: GUIDELINES ON THE ISSUANCE OF CERTIFICATE OF APPEARANCE (CA)

Pursuant to Executive Order (EO) No. 292, "Instituting the Administrative Code of 1987", and in compliance with the Commission on Audit (COA) Circular No. 2012-001, "Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions", the Guidelines on the Issuance of Certificate of Appearance (CA) is hereby issued.

SECTION 1. Basic Policy. It is the policy of the State that *"The Secretary shall establish the policies and standards for the operation of the Department pursuant to the approved programs of government."* based on Book IV, Chapter 2, Section 7. *Powers and Functions of the Secretary*, item (2) of the Administrative Code of 1987.

SECTION 2. Objectives

General:

- 2.1 To retain the credibility of the CA as an official document that certifies the appearance of an official/employee/client in any of the DENR offices, and as a supporting document to claim for payment of Daily Travel Expenses¹ (DTE).

Specific:

- 2.2 To standardize the approving authority and the procedure in the issuance of CA; and
2.3 To incorporate the necessary controls in the issuance of the Certificate of Appearance in order to verify the authenticity of the CA.

SECTION 3. Scope and Coverage. This policy shall cover all DENR Officials, employees and Contract of Service personnel on official business to other DENR offices, National Government Agencies, Local Government Units, academe, private offices/institutions, among others.

SECTION 4. General Guidelines

- 4.1 The revised CA (Annex A) shall be issued upon the personal appearance of the requesting party to the Authorized Official and presentation of the following documents:

- a) DENR ID/Valid ID
- b) Proof of Appearance
- c) CA with signature of the Head of Office/Division/Section/Unit visited

- 4.2 The revised CA shall be issued with control number and will be readily verifiable in the issuing Office. Electronic files of all approved/issued CAs shall be maintained **in the office of the primary Approving Authority** for verification and request for copies of other offices. Annexes in this Guidelines provides detailed instructions in filling out the CA and assignment of control number per Office level.

¹ DMC No. 2019-08 dated September 27, 2019, "Guidelines on the Implementation of the New Rates of Expenses and Allowances for Official Local and Foreign Travels in Accordance with Executive Order (EO) No. 77"

4.3 The approving authority or representative may use electronic signatures pursuant to Section IV. Guidelines, item D. Specific Guidelines on the Use of Electronic Signatures (other than Digital Signature) as provided under Commission on Audit (COA) Circular No. 2021-006 dated September 6, 2021, “Guidelines on the Use of Electronic Documents, Electronic Signatures and Digital Signatures in Government Transactions”.

SECTION 5. Approving Authorities of Certificate of Appearance

5.1 The approving authorities on the signing/approval of CA per Office level are the following:

OFFICE	APPROVING AUTHORITY
Central Office	Chief, Personnel Division or representative
Staff Bureau	Chief, Administrative Division or Head, Human Resource Section/Unit For ERDB-Research, Development and Extension Center (RDEC): RDEC Head
Regional Office	Head of Administrative Division or Chief, Personnel Section or Chief of Human Resource Development Section
PENRO	PENRO or Chief, Management Services Division or Officer-In-Charge
CENRO	CENRO or Designated Personnel Officer
PAMO	Protected Area Superintendent (PASu) or Officer-In-Charge

5.2 The approving authority shall have the following functions:

- a) Ensure the authenticity of the approved Travel Order (TO) or Pass Slip presented prior to approval of the CA;
- b) Designate a personnel to assign a control number, record and file the CA;
- c) Ensure that all approved/issued CAs are electronically filed in the office of the primary Approving Authority for verification and provision of requested copies from other offices; and
- d) Ensure that all issued CAs are registered in a separate logbook as backup reference, in case the computer encounters technical issues.

SECTION 6. Issuance of CA on Seminars, Workshops, and Learning Events

6.1 CAs issued during attendance in seminars, workshops, and learning events (Annex B) shall be assigned **control number** and signed by the Head of Office spearheading the event.

6.2 CAs for drivers transporting participants/resource persons to the learning events/seminars/workshops (Annex C) shall be assigned **control number** and signed by the Division Chief/Head of Committee/Secretariat/Overall Coordinator assigned to organize the activities.

6.3 The Division Chief/Head of Committee/Secretariat/Overall Coordinator assigned to organize the learning event/workshop/seminar shall ensure that each CA (for the participant or the driver) is recorded in a separate logbook and received by the concerned personnel for record and verification purposes.

SECTION 7. CAs for DENR Personnel on Official Travel to Areas not in Proximity to Any Provincial/Community ENR Office (PENRO/CENRO)

7.1 DENR personnel on official business to areas not in proximity to any PENRO/CENRO may request for a CA from the barangay with jurisdiction in the area where the official business was conducted/performed subject to the following conditions:

- a. The barangay CA shall include valid office contact number. Handwritten contact numbers on the barangay CA is acceptable;
- b. Signed by the barangay captain or his/her representative, in case of absence;
- c. The barangay CA should clearly state the date/purpose of the official business; and
- d. The barangay CA should be officially recorded and released to the requesting DENR personnel and the acceptable proof of release (e.g., a copy of the logbook showing the record/release of barangay CA) should be attached to the CA for the purpose of reimbursement of claims.

7.2 For barangays without a CA, the DENR personnel shall use the attached CA template (Annex D) for signature of the barangay captain or his/her representative, with valid office contact number. If possible, the signed CA should be recorded in a barangay logbook for verification purposes.

SECTION 8. CAs for DENR Officials/Employees on Official Travel to Other Offices/Institutions. A DENR Official/employee on official travel to other offices/institutions, whether public or private, shall submit a CA issued by the concerned office/institution.

SECTION 9. Separability Clause. If any provision of this Circular shall be held invalid or unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.

SECTION 10. Repealing Clause. All Circulars and other similar issuances inconsistent herewith are hereby revoked, amended, or modified accordingly.

SECTION 9. Effectivity. This Memorandum Circular shall take effect immediately without need for publication.

MARIA ANTONIA YULO LOYZAGA

TEMPLATE OF REVISED CERTIFICATE OF APPEARANCE

(OFFICE LETTERHEAD)

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT Mr./Ms./Mrs. (FULL NAME OF OFFICIAL/PERSONNEL) of (DENR Office) appeared in this Office on (DATE/S OF APPEARANCE).

Purpose of visit:

- () Attend _____
- () Submit Reports _____
- () Do Instructional Visit at _____
- () Submit Regular Monthly Reports _____
- () Confer with _____
- () Others _____

DATE OF ISSUANCE: <i>(State date here)</i>	CONTROL NO.: Based on Annex A-1 (Instructions on Filling-out the Revised CA and Assigning Control Number under the Guidelines on the Issuance of Certificate of Appearance) <i>(Place Control No. here)</i>
PLACE OF ISSUANCE: <i>(State place here)</i>	

Confirmed by:

Approved by:

Head of Office/Division/Section/Unit Visited

Approving Authority

ANNEX A-1

INSTRUCTIONS ON FILLING OUT THE REVISED CERTIFICATE OF APPEARANCE AND ASSIGNING CONTROL NUMBER

1. The revised DENR Certificate of Appearance (CA) shall be printed on an 8.5 inches x 13 inches bond paper using size 12 Times New Roman font.
2. The official letterhead of the Office shall be used.
3. The requesting party shall fill out the blanks of the CA with the required information (NAME, OFFICE, DATE/S of VISIT, PURPOSE).
4. The Head of Office/Division/Section/Unit visited by the requesting party shall affix signature on the CA for confirmation of accomplished official business in the office before the approval of the Authorized Official.
5. The Date of Issuance is the actual date the CA was signed/approved by the Authorized Official.
6. The Place of Issuance is the City/Municipality/Province where the CA was signed/ approved.
7. The CA shall be signed/approved by the Authorized Official stated in the Guidelines on the Issuance of Certificate of Appearance.
8. Assigning of Control Number (CN) per Office level:
 - A. For Central Office/Staff Bureaus:

The following format shall be followed in assigning a CN in DENR Central Office and Staff Bureaus:

OFFICE CODE + SERIAL NUMBER OF CA ISSUED consisting of date issued in this format (month/date/year) and the corresponding number of CA issued for the day.

Office	Office Code
DENR Central Office	DENRCO
Forest Management Bureau	FMB
Land Management Bureau	LMB
Biodiversity Management Bureau	BMB
Ecosystems Research and Development Bureau	ERDB
- Agroforestry Research, Development and Extension Center	ERDB-ARDEC
- Watershed and Water Resources Research, Development and Extension Center	ERDB-WWRDEC
- Urban and Biodiversity Research, Development and Extension Center	ERDB-UBRDEC
- Coastal Resources and Ecotourism Research, Development and Extension Center	ERDB-CRERDEC
- Toxic and Hazardous Wastes Research, Development and Extension Center	ERDB-THWRDEC
- Forest and Wetland Research, Development & Extension Center	ERDB-FWRDEC

Office Codes (for DENR Central Office and Staff Bureaus), Date Issued and the Corresponding Number of CA issued for the Day (Serial Number of CA issued) shall be separated by a hyphen (-).

Example 1: The 1st CA issued in the DENR Central Office on September 27, 2022 shall be assigned with this CN:

DENRCO-092722-001, where

DENRCO	092722 Month-Date-Year	001
Office where the CA is issued	Specific date when the CA is issued 09 – Month-September (use 2 digits) 27 - Date (use 2 digits) 22 - Year 2022	001 (use 3 digits) 1 - represents the 1 st CA issued in DENR Central Office on September 27, 2022.

Example 2: The 51st CA issued in the Biodiversity Management Bureau on July 23, 2022 shall be assigned with this CN:

BMB-072322-051, where:

BMB	072322 Month-Date-Year	051
Office where the CA is issued	Specific date when the CA is issued 07 – Month-July (use 2 digits) 23 - Date (use 2 digits) 22 - Year 2022	051 (use 3 digits) 51 - represents the 51 st CA issued in Biodiversity Management Bureau on July 23, 2022

Example 3: The 3rd CA issued in the Agroforestry Research, Development and Extension Center under ERDB on October 21, 2022 shall be assigned with this CN:

ERDB-ARDEC-102122-003, where:

ERDB-ARDEC	102122 Month-Date-Year	003
Office/Bureau followed by the code of RDEC where the CA is issued	Specific date when the CA is issued 10 – Month-July (use 2 digits) 21 - Date (use 2 digits) 22 - Year 2022	003 (use 3 digits) 003 - represents the 3 rd CA issued in Agroforestry Research, Development and Extension Center of ERDB RDEC on October 21, 2022

B. For DENR Regional Offices

It shall follow the format **OFFICE CODE + SERIAL NUMBER OF CA ISSUED** consisting of date issued in this format (month/date/year) and the corresponding number of CA issued for the day.

The DENR Regional Offices shall use the following OFFICE CODES:

DENR Regional Offices (RO)	Office Code
Regional Office No. 1	RO1
Regional Office No. 2	RO2
Regional Office No. 3	RO3
Cordillera Administrative Region	CAR
National Capital Region	NCR
Regional Office No. 4A	RO4A
Regional Office No. 4B	RO4B
Regional Office No. 5	RO5
Regional Office No. 6	RO6
Regional Office No. 7	RO7
Regional Office No. 8	RO8
Regional Office No. 9	RO9
Regional Office No. 10	RO10
Regional Office No. 11	RO11

Regional Office No. 12	RO12
Regional Office No. 13	RO13

Office Codes (for DENR Regional Offices), Date Issued and the Corresponding Number of CA issued for the Day (Serial Number of CA issued) shall be separated by a hyphen (-).

Example, the 23rd CA issued in CALABARZON Region on August 3, 2022 shall be assigned with this CN:

RO4A-080322-023, where:

RO4A	080322 Month-Date-Year	023
Office where the CA is issued	Specific date when the CA is issued 08 - Month-August (use 2 digits) 03 - Date (use 2 digits) 22 - Year 2022	023 (use 3 digits) 23 - represents the 23 rd CA issued in CALABARZON (DENR-Regional Office 4A on August 3, 2022

C. For PENROs/CENROs

It shall follow the format **OFFICE CODE + REGION CODE + SERIAL NUMBER OF CA ISSUED** consisting of date issued in this format (month/date/year) and the corresponding number of CA issued for the day.

- 1) To come up with an **OFFICE CODE** for a CENRO/PENRO, the following format shall be followed:
C (for CENRO) and P (for PENROs + 3-letter abbreviation of the Community/ Provincial ENR Office issuing the CA. Use the existing 3-letter abbreviation for Community/Provincial Office, if there is any.

Example 1: Office Code for CENRO Panabo: CPNB, where:
C (to indicate that the Office in Panabo is a CENRO)
PNB (3-letter abbreviation for PANABO)

Example 2: Office Code for PENRO Agusan del Norte: PADN, where:
P (to indicate that the Office in Agusan del Norte is a PENRO)
PADN (3-letter abbreviation for Agusan del Norte)

- 2) The Region Codes are assigned as follows:

Region with Jurisdiction Over the CENRO/PENRO issuing the CA	Region Code
Region 1	R1
Region 2	R2
Region 3	R3
Region 4A	R4A
Region 4B	R4B
Region 5	R5
Region 6	R6
Region 7	R7
Region 8	R8
Region 9	R9
Region 10	R10
Region 11	R11
Region 12	R12
Region 13	R13
NCR	NCR
CAR	CAR

- 3) Assigning a CN for a CA issued in CENRO/PENRO:

Follow the format **OFFICE CODE + REGION CODE + SERIAL NUMBER OF CA ISSUED** consisting of date in (month/date/year) format and the corresponding number of CA issued in the day.

CENRO/PENRO Office Codes and Region Codes are separated by an underscore (_). Region Codes and Serial Number of CA issued (consisting of date the CA is issued and the corresponding number of CA issued in the day are separated by a hyphen (-).

Example 1: the 104th CA issued in CENRO Culasi under PENRO Antique situated in Region 6 (Western Visayas Region) on June 10, 2022 shall be assigned with this CN:

CCLS_R6-061022-104, where:

CCLS_R6	061022 Month-Date-Year	104
Office where the CA is issued situated in a specific region	Specific date when the CA is issued 06 – Month – June (use 2 digits) 10 - Date (use 2 digits) 22 - Year 2022	104 (use 3 digits) 104 - represents the 104 th CA issued in CENRO Culasi in Region 6 on June 10, 2022

Example 2: the 6th CA issued in PENRO Mt. Province in Cordillera Administrative Region (CAR) on May 12, 2022 shall be assigned with this CN:

PMTP_CAR-051222-006, where:

PMTP_CAR	051222 Month-Date-Year	006
Office where the CA is issued situated in a specific region	Specific date when the CA is issued 05 - Month -May (use 2 digits) 12 - Date (use 2 digits) 22 - Year 2022	006 (use 3 digits) 6 - represents the 6 th CA issued in PENRO Mt. in CAR on May 12, 2022

4) Assigning a CN for a CA issued in a Protected Area Management Office (PAMO)

The CN for CA issued in a PAMO shall have the following format: **OFFICE CODE + REGION CODE + SERIAL NUMBER OF CA ISSUED** consisting of date in (month/date/year) format and the corresponding number of CA issued in the day.

OFFICE CODE for PAMO shall follow this format: **PAMO + existing abbreviation for the specific Protected Area** (example: MPPMGPL for Mts. Palay-Palay-Mataas na Gulod Protected Landscape). The “PAMO” and the abbreviation shall be separated by an underscore (_). Hence, Office Code for CA issued in the PAMO of Mts. Palay-Palay-Mataas na Gulod Protected Landscape shall be PAMO_MPPMGPL.

Office Codes, Region Codes and the Serial Number of CA Issued are separated each by a hyphen (-).

Example 1: the 26th CA issued in PAMO of the Simbahan Talagas Protected Landscape (STPL) located in Region 3 (Central Luzon) on November 3, 2022 shall be assigned with this CN:

PAMO_STPL-R3-110322-026, where:

PAMO_STPL-R3	110322 Month-Date-Year	026
PAMO of the specific PA located in a specific region where the CA is issued	Specific date when the CA is issued 11 – Month – November (use 2 digits) 03 - Date (use 2 digits) 22 - Year 2022	026 (use 3 digits) 026 - represents the 26 th CA issued in PAMO of STPL in Region 3 on November 3, 2022

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TEMPLATE OF REVISED CERTIFICATE OF APPEARANCE FOR PARTICIPANTS
ATTENDING LEARNING EVENTS/WORKSHOPS/SEMINARS AND ASSIGNING
CONTROL NUMBER

(OFFICE LETTERHEAD)

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT Mr./Ms./Mrs. (FULL NAME OF
OFFICIAL/PERSONNEL) of (DENR Office) attended the (TITLE OF
SEMINAR/WORKSHOP/LEARNING EVENT) conducted in (PLACE WHERE
CONDUCTED) from (DATE OF THE SEMINAR/WORKSHOP/LEARNING EVENT).

DATE OF ISSUANCE: <i>(State date here)</i>	CONTROL NO.: (Based on Annex B-1 (Instructions on Filling-out the Revised CA for Participants to Learning Events/Seminars/Workshops and Assigning Control Number under the Guidelines on the Issuance of Certificate of Appearance) <i>(Place Control No. here)</i>
PLACE OF ISSUANCE: <i>(State place here)</i>	

APPROVED BY:

Head of Office Spearheading the Event

INSTRUCTIONS ON FILLING-OUT THE REVISED CERTIFICATE OF APPEARANCE
FOR PARTICIPANTS TO LEARNING EVENTS/SEMINARS/WORKSHOPS
AND ASSIGNING CONTROL NUMBER

1. The revised DENR Certificate of Appearance (CA) shall be printed on a 8.5 inches x 13 inches bond paper using size 12 Times New Roman font.
2. The official letterhead of the Office shall be used.
3. The event organizer shall fill out the blanks of the CA with the required information (NAME, OFFICE, TITLE OF THE LEARNING EVENT/SEMINAR/WORKSHOP, INCLUSIVE DATE/S of VISIT, PURPOSE).
4. The Date of Issuance is the actual date the CA was signed/approved by the Authorized Official.
5. The Place of Issuance is the City/Municipality/Province where the CA was signed/ approved.
6. The CA shall be signed/approved by the Head of Office spearheading the learning event/seminar/workshop.
7. Assigning of Control Number (CN) on CAs issued to participants attending learning events/workshops/seminars:

The following format shall be followed in assigning a CN in DENR Central Office, Staff Bureaus, DENR Regional Offices, PENROs or CENROs spearheading the learning event/seminar/workshop, among others.

OFFICE CODE + SERIAL NUMBER OF CA ISSUED consisting of 3-letter abbreviation for the event code, date issued in this format (month/date/year) and the corresponding number of CA issued for the particular learning event/seminar/ workshop.

Office	Office Code
A. DENR-CO and Staff Bureaus	
DENR Central Office	DENRCO
Biodiversity Management Bureau	BMB
Ecosystems Research and Development Bureau	ERDB
Forest Management Bureau	FMB
Land Management Bureau	LMB
B. DENR Regional Offices	
Regional Office No. 1	RO1
Regional Office No. 2	RO2
Regional Office No. 3	RO3
Cordillera Administrative Region	CAR
National Capital Region	NCR
Regional Office No. 4A	RO4A
Regional Office No. 4B	RO4B
Regional Office No. 5	RO5
Regional Office No. 6	RO6
Regional Office No. 7	RO7
Regional Office No. 8	RO8
Regional Office No. 9	RO9
Regional Office No. 10	RO10
Regional Office No. 11	RO11
Regional Office No. 12	RO12
Regional Office No. 13	RO13
C. PENROs	P + 3-letter abbreviation of the Provincial ENR Office

D. CENROs	C + 3-letter abbreviation of the Community ENR Office
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The following 3-letter event code for the learning events, seminars, webinars, workshops, writeshops, trainings, orientations shall be followed:

Event	Event Code
Learning Event	LVT
Seminar	SMR
Webinar	WBR
Workshop	WKP
Writeshop	WTP
Training	TNG
Orientation	ORN
Summit	SMT
Forum	FRM
Conference	CON

Office Code and Event Code shall be separated by an underscore (_). Event Code, Date of CA issuance and the corresponding number of the specific participant attending the event based on record are separated by a hyphen (-).

Example 1: The CENRO Dumaguete City conducted an orientation on Gender and Development (GAD) for newly-hired employees, which included participant Celina Kim, on October 4, 2022. Ms. Kim is the 15th participant in the event. The CA to be issued by the spearheading Office in CENRO Dumaguete to Celina Kim shall have the following CN.

CDGC_ORN-100422-015, where:

CDGC	ORN	100422 Month-Date-Year)	015
CENRO Dumaguete City – the Office that spearheaded the event	The specific event being conducted	Specific date when the CA is issued (usually last day of the event) 10 – Month- October (use 2 digits) 04 - Date (use 2 digits) 22 - Year 2022	015 (use at least 3 digits) - represents the 15 th participant in the orientation based on record

Example 2: The Biodiversity Management Bureau conducted a 1-day summit for members of the Protected Area Management Board (PAMB) in Tagaytay City on June 20, 2022. RED X of DENR-Region Y was one of the participants in the said summit. According to records, he was listed as the 204th participant. The CA to be issued by the spearheading Office to RED X of Region Y shall have the following CN.

BMB_SMT-062022-204, where:

BMB	SMT	062022 Month-Date-Year	204
Biodiversity Management Bureau – the Office that spearheaded the event	The specific event being conducted	Specific date when the CA is issued (usually last day of the event) 06 – Month - June (use 2 digits) 20 - Date (use 2 digits) 22 - Year 2022	204 (use at least 3 digits) - represents the 204 th participant in the summit based on record

TEMPLATE OF REVISED CERTIFICATE OF APPEARANCE FOR DRIVERS
TRANSPORTING PARTICIPANTS/RESOURCE PERSONS TO LEARNING EVENTS/
WORKSHOPS/SEMINARS AND ASSIGNING CONTROL NUMBER

(OFFICE LETTERHEAD)

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT Mr./Ms./Mrs. (FULL NAME OF PERSONNEL) of (DENR Office) transported participants/resource persons to (TITLE OF SEMINAR/WORKSHOP/LEARNING EVENT) conducted in (PLACE WHERE CONDUCTED) on (DATE/S TRANSPORTED TO/FROM THE VENUE).

DATE OF ISSUANCE: <i>(State date here)</i>	CONTROL NO.: (Based on Annex C1- Instructions on Filling-out the Revised CA for Drivers Transporting Participants/Resource Persons to Learning Events/ Seminars/Workshops and Assigning Control Number under the Guidelines on Issuance of Certificate of Appearance) <i>(Place Control No. here)</i>
PLACE OF ISSUANCE: <i>(State place here)</i>	

Approved by:

Division Chief/Head of Committee/
Secretariat/Overall Coordinator Assigned
In the Learning Event/Workshop/
Seminar

ANNEX C-1

INSTRUCTIONS ON FILLING-OUT THE REVISED CERTIFICATE OF APPEARANCE
FOR DRIVERS TRANSPORTING PARTICIPANTS/RESOURCE PERSONS TO
LEARNING EVENTS/ SEMINARS/WORKSHOPS AND ASSIGNING CONTROL
NUMBER

1. The revised DENR Certificate of Appearance (CA) shall be printed on an 8.5 inches x 13 inches bond paper using size 12 Times New Roman font.
2. The official letterhead of the Office shall be used.
3. The requesting party shall fill out the blanks of the CA with the required information (Name, Office, Venue, and Date/s Participants/Resource Persons Were Transported). In case the requesting party goes back to the Office after transporting the participants/resource persons, and returns to the venue to convey them back, the dates on the CA should indicate the specific dates each task was accomplished.
4. The Division Chief/Head of Committee/Secretariat/Overall Coordinator assigned to organize the learning event/seminar/workshop shall approve the CA of the driver transporting the participants/resource persons.
5. The Date of Issuance is the actual date the CA was signed/approved by the Authorized Official.
6. The Place of Issuance is the City/Municipality/Province where the CA was signed/ approved.
7. Assigning of Control Number (CN) on CAs issued to drivers transporting participants/resource persons to learning events/seminars/workshops:

The following format shall be followed in assigning CN to CAs issued to drivers transporting participants/resource persons to learning events/seminars/workshops:

OFFICE CODE + DVR (abbreviation for DRIVER) + SERIAL NUMBER OF CA ISSUED consisting of 3-letter abbreviation for the event, date issued in this format (month/date/year) and the corresponding number of CA issued for the drivers transporting participants/resource persons to learning event/seminar/workshop during the day.

Office	Office Code
A. DENR-CO and Staff Bureaus	
DENR Central Office	DENRCO
Forest Management Bureau	FMB
Land Management Bureau	LMB
Biodiversity Management Bureau	BMB
Ecosystems Research and Development Bureau	ERDB
B. DENR Regional Offices	
Regional Office No. 1	RO1
Regional Office No. 2	RO2
Regional Office No. 3	RO3
Cordillera Administrative Region	CAR
National Capital Region	NCR
Regional Office No. 4A	RO4A

Regional Office No. 4B	RO4B
Regional Office No. 5	RO5
Regional Office No. 6	RO6
Regional Office No. 7	RO7
Regional Office No. 8	RO8
Regional Office No. 9	RO9
Regional Office No. 10	RO10

Office	Office Code
Regional Office No. 11	RO11
Regional Office No. 12	RO12
Regional Office No. 13	RO13
C. PENROs	P + 3-letter abbreviation of the Provincial ENR Office
D. CENROs	C + 3-letter abbreviation of the Community ENR Office

The following 3-letter event code for the learning events, seminars, webinars, workshops, writeshops, trainings, orientations shall be followed:

Event	Event Code
Learning Event	LVT
Seminar	SMR
Webinar	WBR
Workshop	WKP
Writeshop	WTP
Training	TNG
Orientation	ORN
Summit	SMT
Forum	FRM
Conference	CON

Office Code and the abbreviated DVR (which stands for DRIVER) shall be separated by an underscore (_). DVR, Event Codes, Date of CA issuance and the corresponding number of CA given to a driver transporting participants/resource persons in that particular event shall be separated by a hyphen (-).

Example 1: Mr. Conrado dela Cruz, a driver from DENR-Central Office, was assigned to transport participants to Widus Hotel in Clarkfield, Pampanga to attend the workshop on Quality Management System on August 8-12, 2022. The workshop was conducted by DENR-Central Office QMS Team. On August 7, 2022, he transported the participants to the venue from DENR-Central Office and went home afterwards. On August 12, 2022, he returned to the venue to transport them back to DENR-Central Office. There will be two (2) CAs to be issued to Mr. Conrado dela Cruz by the Head of the QMS Secretariat to represent the 1) transporting of participants from DENR-CO to the venue; and 2) transporting of participants from the venue to DENR-Central Office. The two (2) CAs shall have the following CN:

1) For transporting participants to the venue - DENRCO_DVR-WKP-080722-001, where:

DENRCO	DVR	WKP	080722 Month-Date-Year	001
DENR Central Office where the QMS Head Secretariat is stationed – the Office that spearheaded the event	CA issued specifically for drivers transporting participants to learning events, seminars, workshops, etc.	The specific event being conducted, in this case the QMS Workshop	Specific date when the CA is issued (date that the participants were transported to the venue) 08 – Month-August (use 2 digits) 07 - Date (use 2 digits) 22 - Year 2022	001 (use at least 3 digits) – means that the driver is the 1 st one being issued a CA for transporting the participants to the venue based on record.

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2) For transporting participants from the venue - DENRCO_DVR-WKP-081222-003, where:

DENRCO	DVR	WKP	081222 Month-Date-Year	003
DENR Central Office where the QMS Head Secretariat is stationed – the Office that spearheaded the event	CA issued specifically for drivers transporting participants to learning events, seminars, workshops, etc.	The specific event being conducted, in this case the QMS Workshop	Specific date when the CA is issued (date that the participants were transported from the venue) 08 - Month- August (use 2 digits) 12 - Date (use 2 digits) 22 - Year 2022	003 (use at least 3 digits) – means that the driver is the 3 rd one being issued a CA for transporting the participants from the venue based on record

TEMPLATE OF CERTIFICATE OF APPEARANCE FOR DENR PERSONNEL ON
OFFICIAL TRAVEL TO BARANGAYS WITHOUT A
CERTIFICATE OF APPREARANCE

OFFICE OF BARANGAY _____
Municipality/Town of _____
Province of _____

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT Mr./Ms./Mrs. **(FULL NAME OF PERSONNEL)** of **(DENR Office)** appeared in this Office on **(DATE/S OF APPEARANCE)** to report on his/her accomplished official business in my area of jurisdiction as provided below:

DATE OF ISSUANCE: <i>(State date here)</i>	Valid Barangay/Municipality Contact Number:
PLACE OF ISSUANCE: <i>(State place here)</i>	

Approved by:

Barangay Captain or Representative



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

MEMORANDUM CIRCULAR

No. 202 __ - __

SUBJECT : GUIDELINES ON THE TURN-OVER OF WORK ACCOUNTABILITIES

Pursuant to Republic Act (RA) No. 6713¹, Civil Service Commission (CSC) Memorandum Circular (MC) No. 24², s. 2017 dated August 24, 2017 and to provide the highest level of customer satisfaction through the delivery of quality management service; this Guidelines on the Turn-Over of Work Accountabilities is hereby adopted.

SECTION 1. Basic Policy. It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

SECTION 2. Objectives

2.1 To institutionalize the mandatory turn-over of records/reports/documents relevant to the performance of work assignments;

2.2 To establish internal control in order to eliminate the risk of non-turnover of records/reports/documents pertinent to the work assignments; and

2.3 To encourage high degree of professionalism and excellence among DENR officials/employees in terms of work accountabilities.

SECTION 3. Coverage. This Guidelines shall cover all DENR officials and employees seeking approval of the Clearance from Work-Related Accountabilities (item II of the DENR Office Clearance) due to:

3.1 resignation;

3.2 retirement;

3.3 dismissal³;

3.4 secondment;

3.5 detail or transfer to another office;

3.6 leave (with or without pay⁴) in excess of one month;

3.7 preventive suspension⁵; and

¹ RA No. 6713 "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and For Other Purpose, otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees" was approved on February 20, 1989.

² CSC MC No. 24, s. 2017 dated August 24, 2017, "2017 Omnibus Rules on Appointments and Other Human Resource Actions"

³ Section 50, Rule 10. Administrative Offenses and Penalties of the CSC Resolution No. 1701077 promulgated on July 3, 2017 "2017 Rules on Administrative Cases in the Civil Services (2017 RACCS)"

⁴ Section 57, CSC MC No. 41, s. 1998 "Amendments to Rules 1 and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (EO 292)"

⁵ Preventive Suspension - Section 28 of Rule 7 of CSC Resolution No. 1701077 dated 03 July 2017, "2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)"

3.8 suspension⁶

SECTION 4. General Guidelines

4.1 No Clearance from Work-Related Accountabilities shall be signed by supervisors without the turn-over of work accountabilities, including the **complete** and **relevant** reports/records/documents and other references/information.

4.2 Approval of the Clearance from Work-Related Accountabilities shall require prior submission of a list of turned-over records/documents using the prescribed form (Annex A). This shall be signed by the outgoing official/employee and attested by the immediate supervisor.

4.3 A matrix on turn-over of work accountabilities (Annex A) is attached to this Guidelines to be filled-up by the Official/personnel seeking approval of Clearance from Work-Related Accountabilities. The matrix shall be signed/attested by the Division Chief/Supervisor. For personnel assigned at the Office of the Service Director/PENRO/CENRO/Regional Executive Director/Assistant Secretary/Undersecretary, the matrix shall be signed/attested by the Heads of these offices. For personnel assigned at the Office of the Secretary, the matrix shall be signed by the Chief of Staff/Head Executive Assistant. For DENR officials, the matrix on work accountabilities shall be attested by his/her successor.

4.4 A scanned copy of the signed matrix shall be filed in the current Office/station of the requesting Official/personnel for future reference. The original copy shall be for his/her use.

4.5 All Offices shall identify records/reports/documents/works in progress that will be subjected to turn-over; and

4.6 All Division Chiefs/Supervisors/Heads of Offices shall ensure that the said records/reports/documents/works in progress can be retrieved in case of personnel incapacitation or untimely demise.

4.7 The Clearance from Money and Property Accountabilities (III. Clearance from Money and Property Accountabilities of the DENR Office Clearance) may be signed/approved ahead of the Clearance from Work-Related Accountabilities.

SECTION 5. Timeline. The signing of Clearance from Work-Related Accountabilities shall be governed by the following timelines:

5.1 For Retiring Personnel. NLT thirty (30) days upon submission of written expression of intent to retire.

5.2 For Resigning Personnel. Thirty (30) days upon submission of resignation letter or not later than the effectivity date of the resignation.

5.3 For Dismissed Personnel. Thirty (30) days upon finality of decision.

5.4 For Transferred/Detailed Personnel. Within a month after the issuance of the Special Order.

5.5 For Seconded Official/Employee. Within a month upon signing of the Memorandum of Agreement (MOA).

⁶ Suspension - CSC Resolution No. 1701077 dated 03 July 2017, "2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)"

1 **SECTION 6. Separability Clause.** If any provision of this Order shall be held invalid or
2 unconstitutional, the other portions or provisions hereof which are not affected shall continue in
3 full force and effect.

4
5 **SECTION 7. Repealing Clause.** All Circulars and other similar issuances inconsistent
6 herewith are hereby revoked, amended, or modified accordingly.

7
8 **SECTION 8. Effectivity.** This Circular shall take effect immediately without need for
9 publication.

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13 **MARIA ANTONIA YULO LOYZAGA**
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[OFFICIAL LETTERHEAD]

TURN-OVER OF WORK ACCOUNTABILITIES

[illegible]

Note: Only records/documents in the official custody of the concerned DENR Official/employee shall be turned-over.

Turned-Over By:

Attested By:

NAME OF OFFICIAL/EMPLOYEE
Designation

**NAME OF DIVISION CHIEF/
SUPERVISOR/CENRO/PENRO/
DIRECTOR/ SUPERVISING
ASSISTANT SECRETARY/
UNDERSECRETARY/COS/HEA**

Station/Office: _____
Date Submitted: _____

Date: _____



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RE: GUIDELINES ON THE ISSUANCE OF CERTIFICATE OF APPEARANCE AND
GUIDELINES ON THE TURN-OVER OF WORK ACCOUNTABILITIES BEFORE RESIGNATIONS RETIREMENT,
SECONDMENT, DETAIL OR TRANSFER TO ANOTHER OFFICE OF DENR OFFICIAL/EMPLOYEE

Addressee(s): DENR Region IVB-Office of the Regional Executive Director (DENR R4B-ORED)

CC Addressee(s):

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DENRCO - FMS MD		DENRCO - FMS OD	11/22/2022 10:41:07 AM	

Dir. Fms 11/22/22

11.22.22

per redraft of document.
done for

9 11/14/22 11/14/22

at dismissal, please.

thanks
A

Dir. Fms 11/23/22

11.23.22

at home
8:56 pm

signed

mdgo C11381279



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Document No: DENRCO - FMS MD-2022-000312

Print Date: Monday, November 14, 2022

Sender: Fontanilla, Angelito V.

Address: FMS - Office of the Director
Visayas Avenue, Diliman Quezon City

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	11/14/2022 04:20:27 PM	DENRCO - FMS MD		

Carol 11/14/2022 Maam Ces 11/14/22 4:20 Maam Ces,
For your comment and instructions.
Thanks,
Carol

CW 11/14/22 Carol 11/15/22 10:20 am Kindly coordinate w/ Maam Evelyn
regarding the sched. Proposed
date is Nov. 23, 2022 for DENR-R4B.

22-11/14 TO - Shaker
Ces

Carol 11/22/2022 Maam Ces 11/22/2022 Maam Ces,
For your comment and instructions
memo for DENR R-3 and R-IV-B,
Thanks,
Carol

Ces 11/22 Maam Evelyn 11/22 For your comment go.
Thank,
Ces

g 11/14 Sir: Pas 11/14 For your signature, please. He was already
conducted with the R4B concerns.

Thank you.
g