



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

October 11, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region

**THRU** : The Assistant Regional Director for Management Services

**ATTENTION** : The In-Charge, Planning and Management Division  
The Chief, ICT Section

**FROM** : The OIC - PENR Officer

**SUBJECT** : **DENR TRANSPARENCY SEAL (TS) MONITORING  
SHEET FOR THE THIRD QUARTER, FY 2022 OF  
DENR-PENRO MARINDUQUE**

Submitted is the DENR Transparency Seal (TS) Monitoring Sheet for the Third Quarter, FY 2022 of DENR-PENRO Marinduque.

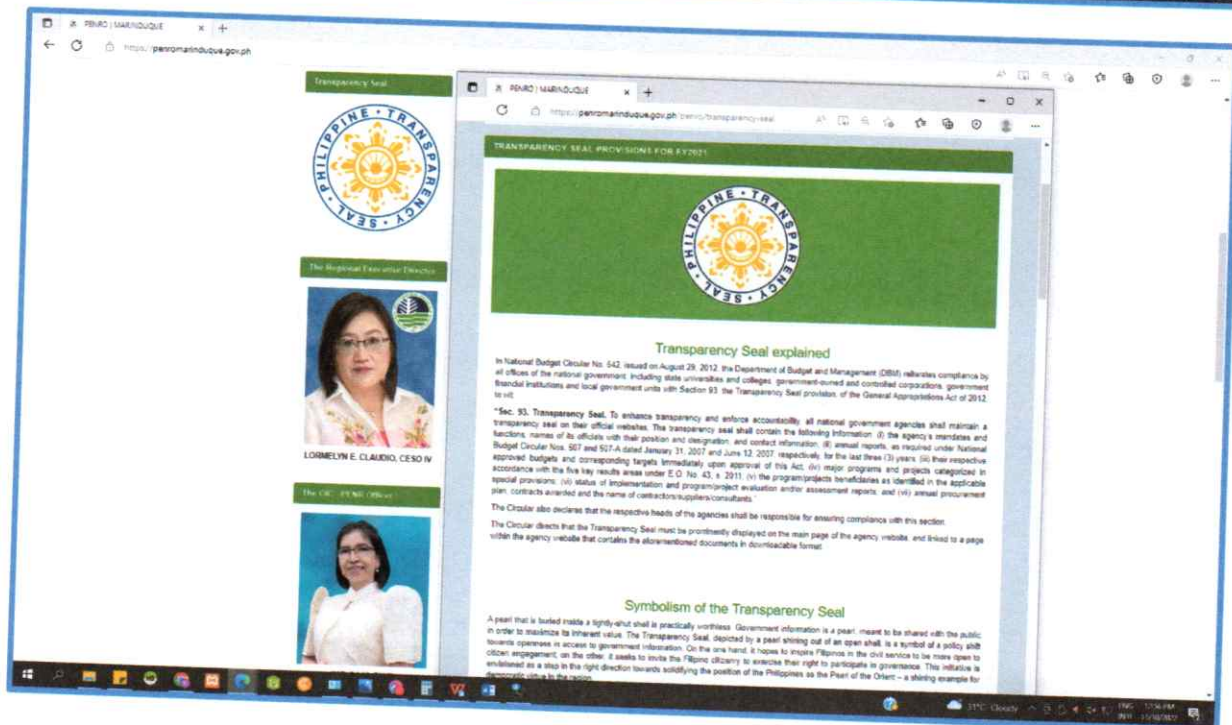
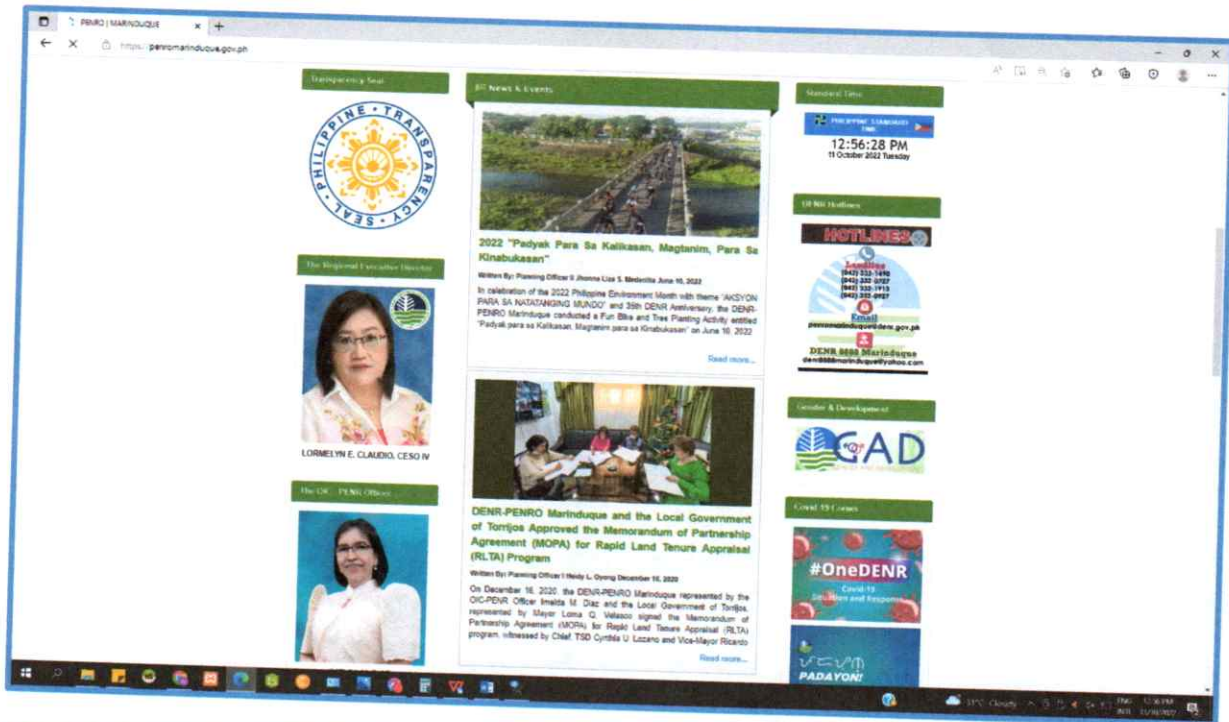
For information and record.

  
**IMELDA M. DIAZ**



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

## SCREENSHOTS OF DENR-PENRO MARINDUQUE WEBSITE CONTAINING A VISIBLE AND FUNCTIONAL TRANSPARENCY SEAL



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## FY 2022 DENR TRANSPARENCY SEAL (TS) MONITORING SHEET

Office : DENR PENRO Marinduque

ITEM NO.	TS REQUIREMENT	FY 2022				DATE UPLOADED
		Q1	Q2	Q3	Q4	
<b>I.</b>	<b>AGENCY'S MANDATE, VISION, MISSION AND LIST OF OFFICIALS</b>					
a.	DENR mandate, vision and mission					▪ Complied
b.	List of DENR officials and their contact information (Updated per S.O. issued)					▪ Updated as of January 03, 2022
<b>II.</b>	<b>ANNUAL FINANCIAL REPORTS</b>					
A.	<b>FAR No. 1:</b> Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAOBDB)					
a.1	FAR No. 1	Q1 Report (on or before April 10, 2022)				▪ Date uploaded to PENRO website: <b>April 04, 2022</b>
a.2	FAR No. 1		Q2 Report (on or before July 10, 2022)			▪ Date uploaded to PENRO website: <b>July 06, 2022</b>
a.3	FAR No. 1			Q3 Report (on or before October 10, 2022)		▪ Date uploaded to PENRO website: <b>October 03, 2022</b>
a.4	FAR No. 1				Q4 Report (on or before January 10, 2023)	▪ Date uploaded to PENRO website:





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B.	<b>FAR No. 4:</b> Summary Report on Disbursements					
b.1	FAR No. 4	January report (on or before Feb 03, 2022) February report (on or before March 03, 2022) March report (on or before April 03, 2022)				Date uploaded to PENRO website: Quarter 1 <ul style="list-style-type: none"> <li>January – 01/26/2022</li> <li>February – 02/24/2022</li> <li>March – 04/04/2022</li> </ul>
b.2	FAR No. 4		April report (on or before May 03, 2022) May report (on or before June 03, 2022) June report (on or before July 03, 2022)			Date uploaded to PENRO website: Quarter 2 <ul style="list-style-type: none"> <li>April – 04/27/2022</li> <li>May – 05/27/2022</li> <li>June – 07/01/2022</li> </ul>
b.3	FAR No. 4			July report (on or before Aug 03, 2022) August report (on or before Sept 03, 2022) September report (on or before Oct 03, 2022)		Date uploaded to PENRO website: Quarter 3 <ul style="list-style-type: none"> <li>July – 07/28/2022</li> <li>August – 08/31/2022</li> <li>September – 10/07/2022</li> </ul>
b.4	FAR No. 4				October report (on or before Nov 03, 2022) November report (on or before Dec 03, 2022) December report (on or before Jan 03, 2023)	Date uploaded to PENRO website: <ul style="list-style-type: none"> <li>October –</li> <li>November –</li> <li>December –</li> </ul>

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C.	<b>BAR No. 1:</b> Quarterly Report of Operations (Regional Target)					
D.	<b>Physical Plan FY2022 (BED No. 2)</b>	Upon approved copy is provided by Regional Office				<ul style="list-style-type: none"> <li>Date uploaded to PENRO website: <b>May 17, 2022</b></li> </ul>
E.	<b>FAR No. 5:</b> Quarterly Report on Revenue and Other Receipts (Quarterly)					
e.1	FAR No. 5	Q1 Report (on or before April 05, 2022)				<ul style="list-style-type: none"> <li>Date uploaded to PENRO website: <b>April 04, 2022</b></li> </ul>
e.2	FAR No. 5		Q2 Report (on or before July 05, 2022)			<ul style="list-style-type: none"> <li>Date uploaded to PENRO website: <b>July 01, 2022</b></li> </ul>
e.3	FAR No. 5			Q3 Report (on or before October 05, 2022)		<ul style="list-style-type: none"> <li>Date uploaded to PENRO website: <b>October 03, 2022</b></li> </ul>
e.4	FAR No. 5				Q4 Report (on or before January 05, 2023)	<ul style="list-style-type: none"> <li>Date uploaded to PENRO website:</li> </ul>
F.	<b>BED No. 1:</b> Financial Plan (Annual)	Upon approved copy is provided by Regional Office				<ul style="list-style-type: none"> <li>Complied</li> </ul>
<b>III.</b>	<b>DBM APPROVED BUDGET AND TARGETS</b>					
a.	Budget FY2022	Upon availability from DBM website				<ul style="list-style-type: none"> <li>Date of availability at the DBM website: <b>January 04, 2022</b></li> <li>Date uploaded to PENRO website: <b>January 04, 2022</b></li> </ul>
b.	Targets/MFOs/GAA Targets FY2022	Upon availability from DBM website				<ul style="list-style-type: none"> <li>Date of availability at the DBM website: <b>January 04, 2022</b></li> <li>Date uploaded to PENRO website: <b>January 04, 2022</b></li> </ul>
<b>IV.</b>	<b>PROJECTS, PROGRAMS AND ACTIVITIES, BENEFICIARIES, AND STATUS OF IMPLEMENTATION (FY2022)</b>					
a.	Enhanced National Greening Program					
b.	Land Disposition					<ul style="list-style-type: none"> <li>Complied</li> <li>Complied</li> </ul>


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c.	Payapa at Masaganang Pamayanan (PAMANA)					▪ Not applicable
V.	ANNUAL PROCUREMENT PLAN (APP)					
a.	FY 2022 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015	On or before March 31, 2022				▪ Date uploaded to PENRO website: <b>January 28, 2022</b>
b.	FY2022 Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE)	On or before March 31, 2022				▪ Date uploaded to PENRO website: <b>January 28, 2022</b>
c.	Indicative Annual Procurement Plan for FY 2023 (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015			On or before September 30, 2022		▪ Date uploaded to PENRO website: <b>September 28, 2022</b>
d.	FY 2023 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) as prescribed by DBM memo circular			On or before September 30, 2022		▪ Date uploaded to PENRO website: <b>September 28, 2022</b>




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<b>VI.</b>	<b>QMS CERTIFICATION BY ANY INTERNATIONAL ORGANIZATION APPROVED BY THE INTER-AGENCY TASK FORCE OR ISO 9001:2015 ALIGNED QMS DOCUMENTS</b>					
a.	DENR Quality Policy					<ul style="list-style-type: none"> <li>▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017</li> </ul>
b.	Quality Management Manual					<ul style="list-style-type: none"> <li>▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017</li> </ul>
c.	Quality Management Manual Annexes					<ul style="list-style-type: none"> <li>▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017</li> </ul>
d.	QMS ISO Registration Certificates				Not later than December 31, 2022	<ul style="list-style-type: none"> <li>▪ Date uploaded to PENRO website: Upon availability</li> </ul>
<b>VII.</b>	<b>SYSTEM OF RANKING DELIVERY UNITS</b>					
a.	Guidelines on the Grant the Performance-Based Bonus (PBB) for FY 2022 (DENR MC-2022-11)				Not later than October 01, 2022	<ul style="list-style-type: none"> <li>▪ Date uploaded to PENRO website: <b>May 31, 2022</b></li> </ul>
<b>VIII.</b>	<b>THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS AND FINANCIAL DISCLOSURES</b>					
a.	DENR Review and Compliance Procedure for SALN				To be posted not later than October 01, 2022	<ul style="list-style-type: none"> <li>▪ Date uploaded to PENRO website: <b>January 11, 2021</b></li> </ul>
<b>IX.</b>	<b>FREEDOM OF INFORMATION MANUAL</b>					
a.	Updated DENR Freedom of Information Manual					<ul style="list-style-type: none"> <li>▪ Reposting only, if there is revision on the manual</li> </ul>
b.	DENR Information Inventory				To be posted by January 30, 2023	<ul style="list-style-type: none"> <li>▪ Date uploaded to PENRO website:</li> </ul>

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c.	FY 2022 DENR FOI Summary Report				To be posted by January 30, 2023	▪ Date uploaded to PENRO website:
d.	FY 2022 DENR FOI Registry				To be posted by January 30, 2023	▪ Date uploaded to PENRO website:
e.	Screenshot of DENR Website containing a visible and functional FOI logo linked to e-FOI portal ( <a href="http://www.foi.gov.ph">www.foi.gov.ph</a> )				To be submitted through email: <a href="mailto:foipco@gmail.com">foipco@gmail.com</a> on or before January 30, 2023	▪ Date uploaded to PENRO website:
f.	Modified One-Page FOI Manual (c/o FOI Focal)				To be posted by January 30, 2023	▪ Date uploaded to PENRO website:
g.	Updated AID-FOI Tool				To be posted by January 30, 2023	▪ Date uploaded to PENRO website:
h.	FOI Client/Customer Satisfaction				To be posted by January 30, 2023	▪ Date uploaded to PENRO website:
i.	DENR FOI Certificate of Compliance (upon issuance of PCOO)					▪ Complied

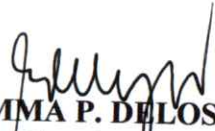
Monitored by:

  
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Reviewed by:

  
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Planning Officer III  
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