



October 3, 2022

**MEMORANDUM**

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

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

**ATTENTION : The Chief, Planning and Management Division**

**FROM : The OIC - PENR Officer**

**SUBJECT : SUBMISSION OF DOCUMENTARY REQUIREMENTS  
IN COMPLIANCE WITH THE STREAMLINING AND  
PROCESS IMPROVEMENT OF CRITICAL SERVICES  
(SPICS) FOR FY 2022**

In compliance with DENR Memorandum 2022-244 dated April 12, 2022 issued by the DENR Undersecretary for Legal, Administration, Human Resources and Legislative Affairs on the submission of documentary requirements related with the Process Improvement for Sales of Bidding Documents, submitted are the following Means of Verifications (MOVs) to wit:

1. Scanned Copy of Client Satisfaction Survey (CSS) Form filled-out by the bidder;
2. Copy of Official Receipt (OR);
3. Copy of Logbook indicating the Turn Around Time (TAT) of the bidder; and
4.
  - a. Letter of Intent;
  - b. Special Power of Attorney (SPA);
  - c. Valid ID of the Authorized Representative; and
  - d. Copy of Bidding Document.

Said MOVs can be viewed and downloaded through this Google Drive link:  
[https://drive.google.com/drive/folders/1Dy\\_H-qwzcJXAwAre6lYghKcBKJPih7JG](https://drive.google.com/drive/folders/1Dy_H-qwzcJXAwAre6lYghKcBKJPih7JG)

Likewise, attached is the Annex 1. Streamlining Monitoring Form 1 for your reference.

For information and record.

*"For and in the absence of the OIC – PENR Officer"*

**JOYBERT F. MIJARES**  
Senior Forest Management Specialist  
In-Charge, Office of the PENRO