



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

April 24, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for
Management Services

FROM : The In-Charge, Office of the PENRO

SUBJECT : **IMPLEMENTATION OF DIGITAL PAYMENTS
PURSUANT TO EXECUTIVE ORDER NO. 170
AND ITS IMPLEMENTING RULES AND
REGULATIONS (IRR)**

In compliance with the Memorandum dated March 29, 2023 from the DENR MIMAROPA Assistant Regional Director for Management Services on the above-cited subject, submitted is the accomplished Action Plan (Attachment 1) as prescribed by the BTr to the Financial Management Service.

Please be informed that the said Action Plan was emailed in advance through fms.mgt@denr.gov.ph and cashierdenrmimaropa@gmail.com last April 17, 2023.

Likewise, please be informed that this Office already arranged and conducted an orientation on LANDBANK Link.BizPortal with LBP Boac Branch Manager Efren C. Nalda last March 20, 2023, and this Office thru the Administrative Section is currently complying with LBP's requirements.

For information and record.

"For and in the absence of the OIC-PENR Officer"

ENGR. CYNTHIA U. LOZANO
Chief, Technical Services Division
In-Charge, Office of the PENRO

BUREAU/REGION: :

MIMAROPA

ATTACHMENT 1

PAYMENTS DIGITALIZATION TEAM:

Name	Position	Email/Viber
Eden P. Palacios	Administrative Officer IV	edenpalacios1964@gmail.com
Andrew E. Aldovino	Administrative Officer I (Cashier)	cashier.penromarinduque@gmail.com
Sarah Jane D. Sena	Credit Officer I	cashier.penromarinduque@gmail.com

FEEES AND CHARGES COLLECTIONS:[illegible]

For collection(s) w/o Digital Payment option						
Name of Collection/ Type of Transaction	Total Volume per Type of Transaction (2021 & 2022)	Total Value per Type of Transaction (2021 & 2022)	Ongoing Efforts/ Plans to Digitalize	Payment Channel(s)	Indicative Timeline of Implementation	Challenges
PENRO MARINDUQUE						
1. Biodiversity and Coastal			Implementation and use of Land Bank Link.BizPortal	Deposited to BTr thru Land Bank of the Phils.	CY 2023-2024	
-Transport Permit	2389	234,880.00				
-Certification for Quarterly release of butterfly	261	26,100.00				
- Gratuitous Permit	1	200.00				
- Wildlife Farm Permit	6	3,000.00				
-Wildlife Collector's Permit	6	3,000.00				
2. Forestry						
-FLAgT						
-Forest Charges	2	51,100.00				
-Annual Rental Fee (SIFMA)	7	4,898.70				
-Certification Fee	4	18,553.60				
-Oath Fee	219	33,300.00				
-Registration Fee (Chainsaw)	215	12,900.00				
3. Lands	141	102,500.00				
- foreshore lease/permit	7					
-Application Fee	789	29,170.20				
-Cadastral Cost/ Survey Cost	372	78,880.00				
-Certification Fee	68	58,783.83				
-Interest Fee	68	25,435.00				
-Technical Description	372	114,669.98				
4.Admin	185	15,140.00				
-Bidding Documents						
-Disposal	16	8,000.00				
-Refund	1	630.00				
-Other Misc.	2	757.00				
-Unserviceable	1	60.00				
	1	6,160.00				

DISBURSEMENTS:

For disbursement(s) w/ Digital Disbursement(s) option							
Name of Disbursement/ Type of Transaction	Disbursement Channel(s)	Start of Digital Disbursements (Month & Year)	Digital disbursements/ Total Disbursements (in %) per Type of Transaction (2021 & 2022)	Total Volume per Type of Transaction (2021 & 2022)	Total Value per Type of Transaction (2021 & 2022)	Plans to Increase Utilization	
						Plan/ Program/ Initiative	Timeline (Month & Year)
PENRO MARINDUQUE							
a. Payment of Traveling Expenses	Electronic Modified Disbursement	November 2018					
b. Payment of Contracts of Service	System (eMDS)		40%	1,004	6,112,672.72		
c. Payment for Initial Salary / Diff.	(Check & Checkless)		20%	500	7,174,195.82		
d. Payment for Electric & Water Bill,			1%	21	299,194.82		
Cable, Data Plan, Web & Zoom			10%	250	3,406,960.44		
subscriptions, Diesel & etc.							
e. Refund, Reimbursement, RATA,							
Registration Fee, Petty Cash &			6%	156	3,127,650.77		
Cash Advances							
f. Various Equipment & Supplies,							
Tarpaulin printing, Catering Services,			11%	277	6,986,478.61		
Labor Services, Hotel Accommodation,							
Furnitures & Fixtures, Rentals,							
Technical & Security Services, NGP							
g. Insurances & Remittances			13%	319	15,388,150.51		

