



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos.: (632) 929-66-26 to 29 • (632) 929-62-52
929-70-41 to 43-52

AUG 23 2023

NOTICE OF MEETING

TO : The Regional Executive Director, DENR
The Regional Director, MGB
The Regional Director, EMB
MIMAROPA Region

FROM : **THE ASSISTANT SECRETARY**
*Field Operations - Luzon & Visayas and Director,
Environmental Management Bureau in concurrent capacity*

DATE/TIME : **August 31, 2023 (Thursday) / 1:30 P.M.**

VENUE : Office of the Assistant Secretary for Field Operations – Luzon & Visayas, 5th Flr., DENR Main Bldg., Visayas Ave., Diliman, Quezon City

AGENDA :

1. Flexible working arrangement at DENR MIMAROPA Regional Office; and
2. Other matters

Your attendance is hereby enjoined.


GILBERT C. GONZALES, CESO III



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Department of Environment and Natural Resources
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Republic of the Philippines
Department of Environment and Natural Resources
Document Action Tracking System
Document Routing Slip

Document No: OUFOE-2023-000992 Print Date: Friday, August 04, 2023
Sender: FELIX S. MIRASOL, JR., CESO IV
Address: DENR REGIONIV MIMAROPA
Subject: MEMO DTD 08/04/2023 EMAIL MEMO DATED 8/3/23 FOR UFOLVE FLEXIBLE WORK ARRANGEMENTS POST DPWH-NCR BUILDING ASSESSMENT
Addressee(s): Office of the Undersecretary for Field Operations and Environment (OUFOE)
CC Addressee(s):
Date/Time Received: 08/04/2023 03:22:00 PM

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	08/04/2023 03:25:29 PM	OUFOE		Date: 08/04/2023 03:28:07 PM To: From: Plopino, Irene N. Message: SIR RSB, FOR INSTRUCTION PLS (ADMIN/LB-)

RSB - Affy Rudy 8/4
Are. Enos / ALW 8/7
per HUNT, for comments,
please. Update him &
lead notes. Plopino.

QB # 142 -1
08/10/23
9:00 AM

8/10/23
Admin - 701

Adm



Flexible Work Arrangements post DPWH-NCR Building Assessment

1 message

RSCIG MIMAROPA <rscigmimaropa@gmail.com>

Fri, Aug 4, 2023 at 3:06 PM

To: Undersecretary for Field Operations and Environment <officeofuseccuna@denr.gov.ph>

Cc: dona corado <doncorabril@gmail.com>

Good day!

Attached is the memo dated August 3, 2023 re Flexible Work Arrangements post DPWH-NCR Building Assessment.

Please acknowledge receipt of this email.

Thank you and stay safe,

Regional Strategic Communication and Initiatives Group

Department of Environment and Natural Resources

MIMAROPA Region | [f](#) | [y](#)



Flexible Work Arrangements post DPWH-NCR Building Assessment.pdf

5171K



AUG 03 2023

MEMORANDUM

FOR : UNDERSECRETARY JUAN MIGUEL T. CUNA, CESO I
Field Operations - Luzon, Visayas and Environment

FROM : THE OIC REGIONAL EXECUTIVE DIRECTOR

SUBJECT : FLEXIBLE WORK ARRANGEMENTS POST DPWH-NCR
BUILDING ASSESSMENT

The undersigned would like to furnish your office, a copy of Office Memorandum Order No. 02 dated July 28, 2023, which specifies the flexible working arrangements (FWA) that shall be observed by officials and employees of DENR MIMAROPA Regional Office effective July 31, 2023.

This is in response to the number of acceptable building occupants stated in the advisory issued by the Natural Resources Development Corporation on July 12, 2023, following the building assessment done by the Department of Public Works and Highways – National Capital Region after the June 15, 2023 earthquake.

Said FWA was made after a series of meetings held with the Assistant Regional Directors, Division and Section Chiefs and Unit Heads, who identified the specific personnel required to physically report to the office on agreed number of days per workweek.

Please be assured that while we are working on finding permanent measures that would provide a safe and conducive workplace for our employees, our office remains committed to delivering unimpeded and responsive service to the public.

For the Undersecretary's information and instructions, if any.


FELIX S. MIRASOL, JR., CESO IV



Department of Environment
and Natural Resources
MIMAROPA Region



Doc ID: 115088

OFFICE MEMORANDUM ORDER

No. 002 pref
Series of 2023

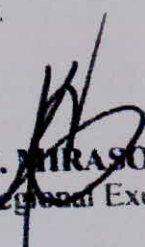
JUL 28 2023

SUBJECT : FLEXIBLE WORK ARRANGEMENTS POST DPWH-NCR
BUILDING ASSESSMENT

Pursuant to the ADVISORY dated 12 July 2023 issued by Mr. Alexander M. Lunde, Officer-in-Charge and OIC, Administrative Division, Natural Resources Development Corporation (NRDC), and our request for reconsideration on the allowable skeleton workforce, the following work arrangements in the DENR-MIMAROPA Regional Office shall be observed:

1. The Regional Office shall continuously employ a Flexible Work Arrangement (FWA) following the distribution list attached as Annex "A". The FWA may be carried out in any of the Flexiplace enumerated under CSC Memorandum Circular No. 6, s. 2022 as follows:
 - a. Work from home (WFH) is a work arrangement where the government officials or employees work at home or their residence;
 - b. Work from satellite office – is a work arrangement where the government officials or employees, instead of reporting to their office, report for work at their agency satellite office near their place of residence (e.g., central/other regional office field office), and
 - c. Work from another fixed place – is a work arrangement where the government officials and employees render service within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and satellite office (e.g., specific Starbucks branch, etc.).
2. Each Office/Section must come up with a Weekly Work Plan for personnel under FWA for the ensuing week, duly approved by the Regional Executive Director. They shall likewise correspondingly submit an Accomplishment Report. The templates for the Weekly Work Plan and Accomplishment Report are attached as Annexes "B" and "B-1".
3. Officials and employees shall make use of the "Online Attendance Management System/DENR-EIS" to record attendance and daily accomplishments, which shall be attached to the monthly DTR;
4. To ensure timely action on all documents and instructions received by the office, the Assistant Regional Directors, all Division and Section Chiefs, Unit Heads and other personnel identified in Annex A, are precluded from availing the FWA.
5. The Heads of Offices must ensure that the number of personnel physically reporting to the office must not be less than the agreed number of onsite employees indicated in the distribution list. However, they may increase the number of onsite personnel when deemed necessary.

This Order shall take effect immediately. All orders and issuances not consistent herewith are deemed revoked or amended accordingly.


FELIX S. MIRASOL, JR., CESO IV
OIC Regional Executive Director

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION**

TOTAL NO. OF PERSONNEL:

125

OFFICE	NO. OF PERSONNEL	REMARKS	
OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR	5	RED Felix Mirasol Jr.	Herlina Nim Monica Gilbe Connie Sadsad Antene Kaye Frigillana
Regional Strategic Communication Initiatives Group (RSCIG)	2	Chief Madona Corado	1 staff
National Greening Program Regional Coordinating Office	4	Regional Coordinator Jaime Ancheta	2 Action Officer, 1 Receiving Staff
OFFICE OF THE ASSISTANT REGIONAL DIRECTOR FOR TECHNICAL SERVICES	5	ARD Maximo Landrito	Marilyn Limpiada Michelle Lucas Joyselle Ann Porte Ralp Vincent Jarabe
OFFICE OF THE ASSISTANT REGIONAL DIRECTOR FOR MANAGEMENT SERVICES	3	ARD Donna Mayor-Gordove	Sweet Shaira Español Maria Grace Toledo
Administrative Division	2	Chief Rosario Gulmatico	Meljean Del Rosario
Records Unit	5	Chief Michelle Tuyan	Abraham Villanueva Jezeth Mac Fadero Niña Rose Mercedes Soriano Rosemarie Rodriguez
Human Resources and Development Section	2	Chief Edna Tarrosa	1 staff
General Services Section	8	Chief Jovel Lamigo	Raphael De Guzman Romeo Ibarrientos Rodrigo Navarro Philip Edison Casuncad Jessie Caritativo Cristina Sabangan Leizel Moreno
Personnel Section	4	Chief Maria Cristina Rendorio	Mark Joseph Melchor, 2 staff (Blenda Hulleza Laisa Bulanlagui Noriel Maynigo Donna Jane Pelaez Angel Nica Capacio)
Cashier Section	3	Chief Maria Teresa Soriano	Jacqueline De Leon 1 staff (Jennelyn Tamayo Joann Chuaquico Michelle Ablan)
Procurement Section	3	Chief Cyndel Olaguera-Calayo	Raquel Domiguez 1 staff
Finance Division	3	Chief Ruby Bautista	Levy Gonzales 1 Processor
Budget Section	2	Chief Loreta Manzano	1 Staff
Accounting Section	3	Chief Nazar Norman Cortuna	Ann Cloveries Gabayan 1 staff
Planning and Management Division	2	Chief Jonas Paolo Saludo	Ritziem Gamba

Plans and Programs Section	3	Chief Jeremy Melchor	Jose Branco Calayo 1 staff
Monitoring and Evaluation Section	3	Chief Winston De Guzman	John Philip Merced 1 staff
Regional ICT Unit	3	Chief Joliza Cabrera	Milner Carandang 1 staff
Legal Division	3	Atty. Gandhi Flores	2 staff
Conservation and Development Division	2	Chief Maria Melissa Endangan	Assistant Chief Julie Tanguilig Josephine Asuncion
Coastal Resources and Foreshore Management Section	2	Chief Maria Cecilia Sawit	1 Receiving/Action Officer
Production Forest Management Section	3	Chief Malco Lamigo	1 Receiving Staff 1 Action Officer
Protected Area Management and Biodiversity Conservation Section	4	Chief Michaela Rongavilla	1 Receiving 2 Action Officer
Licenses, Patents and Deeds Division	3	Chief Anita Iringan	Arvin Joseph Blanco, (Winifreda Agosto, Jocelyn San Pedro)
Water Resources Utilization Section	2	Chief Alfred Lopez	(Christine Flores, Monina Dolatre)
Patents and Deeds Section	2	Chief Erma Dumalag	1 Action Officer
Wildlife Resource and Permitting Section	2	Chief Carmen Ramina Tubal	1 Action Officer
Forest Utilization Section	2	Chief Maria Victoria Sario	1 Action Officer
Surveys and Mapping Division	3	Chief Roman Legaspi	2 staff
Land Records Section	4	Chief Virginia Regodon	3 staff
Survey and Control Section	4	Chief Haydee Baggay	3 staff
Original and Other Surveys Section	5	Chief Josie Salazar	4 staff
Aggregate Survey & Correction Section	4	Chief Nerissa Mendoza	3 staff
Land Evaluation Survey Section	4	Chief Delfin Casticimo	3 staff
LAMS	4	Chief Jocelyn Sarile	3 Staff
Enforcement Division	3	Chief Lino Dimapilis	Assistant Chief Margie Ochoa 1 Receiving
Compliance Monitoring and Investigation Section	2	Chief Bibiana Lyn Aguha	1 Action Officer
Surveillance and Intelligence Section	2	Chief Michael Makimkim	1 Action Officer

WEEKLY WORK PLAN FOR PERSONNEL UNDER FLEXIBLE WORK ARRANGEMENT

Section-Division _____

Period Covered _____

PERSONNEL	DAILY TARGET OUTPUTS					SIGNATURE	REMARKS
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
1) Name Position/Designation Contact Details	<ul style="list-style-type: none"> Activities (include target and unit of measure if applicable) Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 		
2) Name Position/Designation Contact Details	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 		
3) Name Position/Designation Contact Details	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 	<ul style="list-style-type: none"> Activities Location 		

Prepared by: _____

Recommending Approval _____

Approved by: _____

Section Chief

Division Chief

ARD Concerned

Regional Executive Director

Notes:

- a) The Division and Section Chiefs shall report daily except those with valid official Travel Order.
- b) This WORK PLAN for the Flexible Work Arrangement is for the succeeding week and should be approved by the RED Friday and/or Monday the latest. Any PLAN not submitted on time will no longer be acted, and concerned personnel may report physically to office and/or file appropriate leave of absence.



ACCOMPLISHMENT REPORT
 Period Covered _____

DIVISION : _____

SECTION : _____

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS	SIGNATURE
1)	Activities: Accomplished target and unit of measure Remarks: (Attachment photos if applicable)	Activities: Remarks:	Activities: Remarks:	Activities: Remarks:	Activities: Remarks:		
2)	Activities: Remarks:	Activities: Remarks:	Activities: Remarks:	Activities: Remarks:	Activities: Remarks:		
3)	Activities: Remarks:	Activities: Remarks:	Activities: Remarks:	Activities: Remarks:	Activities: Remarks:		

Prepared by:

Attested by:

Noted by:

 Section Chief

 Division Chief

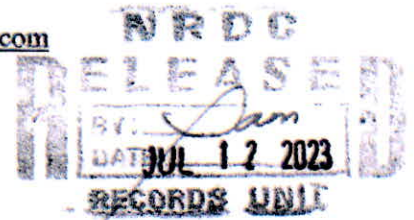
 ARD Concerned

NOTE: This ACCOMPLISHMENT REPORT will form part of the succeeding weekly FWA WORK PLAN





Department of Environment and Natural Resources
Natural Resources Development Corporation
DENR by the Bay Building, 1515 Roxas Blvd., Ermita, Manila
Tel. No. 8521-9421 / 8521-9455
Website: <http://nrdc.denr.gov.ph> Email: records.nrdc@gmail.com



ADVISORY

In pursuant to the 6.2 magnitude earthquake that occurred last 15 June 2023, the NRDC coordinated with the Department of Public Works and Highways (DPWH) for an assessment of the DENR by the Bay Building to ensure safety of its occupants.

Based on the DPWH-NCR report dated 03 July 2023 and exit conference conducted on 10 July 2023 which was participated by various agency occupant of the DENR by the Bay Building, the necessary actions to be undertaken by the DENR Offices occupying the DENR by the Bay Building was clarified.

The DPWH reaffirmed its statement that the building is ***not compliant with the latest National Structural Code of the Philippines (NSCP)***. Additionally, the DPWH emphasized that the safety of the building, particularly in the event of a major earthquake, cannot be solely determined based on the ocular inspection made in the absence of structural investigation, analysis, and design.

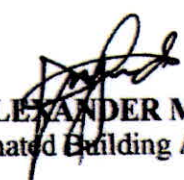
Moreover, the temporary measures as recommended by DPWH, if implemented, may only help to reduce the likelihood of significant/major cracks in the future and mitigate earthquake-induced damages, if a major earthquake occurs. Furthermore, **these measures does not guarantee the safety of the occupants of the building in the event of a major earthquake or the "Big One"**.

To ensure that the building can withstand a major earthquake such as the "Big One", the DPWH recommended the implementation of permanent measures which includes the retrofitting of the building. It was further clarified that in order to perform a retrofitting, a Structural Engineer or Consultant must conduct a comprehensive and complete structural investigation (superstructure and substructure) of the building and shall provide a retrofitting design that adheres to the latest NSCP. Thus, both temporary and permanent measures must be executed immediately.

In light of the recommendations made during the meeting, NRDC and all DENR Offices shall initiate measures to minimize the loads on the building and limit the number of occupants of the building. It is also suggested that all DENR Offices in the building shall prioritize finding an alternative location to relocate in order to minimize potential risks to occupants due to the building's non-compliance with the seismic requirements as specified in the latest NSCP.

In consonance with the agreements reached last meeting on the flexible/alternative work arrangements and number of acceptable occupants in the building, all DENR offices are required to immediately submit the list of their daily skeletal workforce to NRDC not later than July 13, 2023. The suggested number of employees in the building should not more than 20% of the total number of work force of the building occupants (700+) or not more than 20 personnel per day per agency until all offices have identified their alternative office for relocation and the identified permanent measures are implemented.

For everyone's information, cooperation and guidance.


ALEXANDER M. LINDE
Designated Building Administrator



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-6626 loc. 2113; 1070 Fax (632) 926-2567
E-mail: officeofuseccuna@denr.gov.ph; website www.denr.gov.ph

URGENT

MEMORANDUM

TO : THE REGIONAL EXECUTIVE DIRECTOR
DENR-Region IV-B MIMAROPA
1515 Roxas Blvd., Ermita, Manila

FROM : THE UNDERSECRETARY
Field Operations – Luzon, Visayas and Environment

SUBJECT : AUTHORITY/PERMISSION TO IMPLEMENT IN DENR MIMAROPA REGIONAL OFFICE CSC MEMORANDUM CIRCULAR NO. 06, S. 2022 (FLEXI WORK ARRANGEMENTS IN THE GOVERNMENT) AND REQUEST FOR ADDITIONAL FUNDS FOR OFFICE SPACE RENTAL, RELATED EXPENSES AND USE OF THE DENR MIMAROPA REGION'S ALLOTTED SECRETARY'S FUND FOR RENTAL FEE FOR TEMPORARY OFFICE SPACE FOR OFFICIAL/KEY STAFF AND SKELETON WORKFORCE

DATE : AUG 03 2023

This pertains to Memorandum dated 19 June 2023, requesting for flexible work arrangements and additional funds for office rental due to the effect on the structural integrity of your building caused by the major earthquake last 27 July 2022 and recent earthquake last 15 June 2023.

Relative to this, the Honorable Secretary instructed to make a follow-up on the letter request to the Department of Public Works and Highways (DPWH) commitment to conduct structural evaluation on the building and for the submission of relocation plan for the occupants.

For compliance.


ATTY. JUAN MIGUEL T. CUNA, CESO I

cc: Office of the Secretary
DENR



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City 1116
Tel Nos. 9296626 to 29 ; 9296633 to 35
Website <http://www.denr.gov.ph/> Emailweb@denrgov.ph

MEMORANDUM FOR THE SECRETARY

FROM : THE UNDERSECRETARY
Field Operations for Luzon and Visayas and Environment

SUBJECT : **OFFICES AND WARM BODIES IN THE DENR BY THE BAY
BUILDING IN ROXAS, BOULEVARD, ERMITA, MANILA**

DATE : JUL 03 2023


Respectfully submitted is the information submitted by Mr. Alexander M. Linde, Officer in Charge, Natural Resources Development Corporation regarding the above-mentioned subject.

No. of employees per office (as of January 11, 2023)


1. DENR MIMAROPA	272
2. EMB MIMAROPA	74
3. EMB CALABARZON	126
4. MGB MIMAROPA	65
5. MGB CALABARZON	83
6. NRDC	26
7. MEO WEST NCR	62

GRAND TOTAL 708

For information of the Honorable Secretary.


ATTY. JUAN MIGUEL T. CUNA, CESO I

NOTED:


MARIA ANTONIO YULO LOYZAGA
Secretary

① Please follow up on PWA inspectors

② No assistant relocation plan away