



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

July 25, 2023

MEMORANDUM

FOR : The OIC, Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC – PENR Officer

SUBJECT : **REQUEST FOR POSTING OF NOTICE OF JOB HIRING**

In compliance with the Memorandum No. 2023-372 dated April 25, 2023 signed by DENR Secretary Maria Antonia Yulo Loyzaga, respectfully requesting to post the attached Notice of Job Hiring to the official Facebook page of the DENR MIMAROPA Region, as well as to the official website of DENR-PENRO Marinduque for the information of the public.

Likewise, this Office is requesting that the said Notice of Job Hiring be shared across Facebook pages, groups and profiles.

Attached are the duly signed Notice of Job Hiring, Request for Hiring, and approved FY 2023 Work and Financial Plan for your reference.

For your kind consideration and approval, please.


IMELDA M. DIAZ



NOTICE OF HIRING

The DENR – PENRO Marinduque is in need of **ONE (1) DATA ENCODER** to be assigned in this Office (Male or Female).

Employment Status : Contract of Service
Duration : August – December 2023

MINIMUM QUALIFICATIONS

- Graduate of Bachelor's degree in engineering, forestry, information technology, or related field, with GIS coursework
- Basic knowledge on how to operate and use of ArcGIS Pro or ArcMap or any related GIS mapping software
- Highly computer literate

DESIRED QUALIFICATIONS

- Ability to collect, analyze and summarize spatial data
- Proficient in basic computer operations
- Proficient in Microsoft Office software
- Knowledge in maintaining system – hardware, software and peripherals
- Able to communicate well both verbally and in writing

Work Experience : None required

Interested individuals are required to submit an application letter addressed to Imelda M. Diaz, OIC - PENR Officer together with his/her completely filled-out and updated Personal Data Sheet (PDS) Form 212 (Revised 2017) and School Records (Diploma and Transcript of Records) to the DENR-PENRO Marinduque, Capitol Compound, Barangay Bangbangalon, Boac, Marinduque or via email at penromarinduque@denr.gov.ph.


GEMMA P. DELOS REYES
In-Charge, Management Services Division



June 19, 2023

MEMORANDUM

FOR : The OIC – PENR Officer
THRU : The In-Charge, Management Services Division *[Signature]*
ATTENTION : The Chief, Administrative Section
FROM : The In-Charge, Planning Section
SUBJECT : **REQUEST FOR HIRING OF ONE (1) DATA ENCODER (CONTRACT OF SERVICE) FROM JULY TO DECEMBER, CY 2023**

In order to support the management, operation and maintenance of the Enhanced Forestry Information System (eFIS) at the DENR-PENRO Marinduque for July to December, Calendar Year 2023, the hiring of One (1) Data Encoder (Contract of Service) from July 01, 2023 to December 31, 2023 under Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects of Support to Operations is deemed and earnestly necessary. The said hiring is based on the approved CY 2023 Work and Financial Plan (WFP).

The Data Encoder shall perform, however, not limited to the duties and functions as follows:

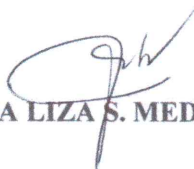
- Coordinate with the different Units of the Technical Services Division (TSD) for the preparation and update of the e-FIS records/datasets using the e-FIS Manual Data Entry (MDE) Forms for each of the applicable e-FIS modules;
- Ensure that the e-FIS Manual Data Entry (MDE) Forms are updated, completely and correctly filled-out, with supporting documents such as copy of Agreement/Certification and maps;
- Facilitate the regular forestry data collection, preparation and update of MDE Forms with supporting documents such as copy of Agreement/Certification and maps from the different Units of the Technical Services Division (TSD), and the update, assessment, validation and proper online transmission of the e-FIS databases to the Regional Office;
- Ensure that all data from the MDE Forms including the supporting documents such as copy of Agreement/Certification and maps are encoded, uploaded in the e-FIS and submitted to Regional Office;
- Prepare and submit monthly and quarterly reports to the PENR Officer on the status of the implementation of the e-FIS;
- Provide feedback on the management and maintenance of the e-FIS; and
- Perform all other related functions as may be assigned from time to time.

Capitol Compound, Bangbangalón, Boac, Marinduque
Telefax: (042) 332-1490/ 332-0727
Email Address: penromarinduque@denr.gov.ph
Website: penromarinduque.gov.ph

In this regard, it is hereby requested to hire and post Notice of Hiring of the One (1) Data Encoder (Contract of Service) effective July 01, 2023 to December 31, 2023 to be assigned at the Planning Section of this Office.

Attached is the approved FY 2023 Work and Financial Plan for your reference.

For your consideration and approval.


JHONNA LIZA S. MEDENILLA

Capitol Compound, Bangbangalon, Boac, Marinduque
Telefax: (042) 332-1490/ 332-0727
Email Address: penromarinduque@denr.gov.ph
Website: penromarinduque.gov.ph

Department of Environment and Natural Resources
FY 2023 Physical and Financial Plan
(In Thousand Pesos)

Agency/Bureau: DENR MIMAROPA REGION

PROGRAM /ACTIVITY /PROJECT	Unit Cost	PERFORMANCE INDICATORS	REGIONAL OFFICE/ PROVINCE/ MUNICIPALITY	FY 2022 Accomplishment		FY 2022 Physical Performance/Targets					FY 2022 Financial Performance/ Targets						
				Physical	Financial	Q1	Q2	Q3	Q4	TOTAL	EXPENSE CLASS	Q1	Q2	Q3	Q4	TOTAL BUDGET	
						Estimate	Estimate	Estimate	Estimate	TARGET		Estimate	Estimate	Estimate	Estimate		
SUPPORT TO OPERATIONS			REGIONAL TOTAL									TOTAL	12,523	13,478	11,594	14,397	51,942
												MOOE	4,306	3,480	3,482	3,923	15,191
												PS	8,217	9,998	8,112	10,474	36,751
			Regional Office									TOTAL	7,705	8,197	6,706	9,030	31,588
												MOOE	2,341	1,425	1,402	1,903	7,071
												PS	5,364	6,772	5,304	7,127	24,517
			Prov'l Total									TOTAL	4,818	5,281	4,888	5,367	20,354
												MOOE	1,965	2,055	2,080	2,020	8,120
												PS	2,853	3,226	2,808	3,347	12,234
			Marinduque									TOTAL	939	863	803	940	3,545
												MOOE	319	206	185	268	978
												PS	620	657	618	672	2,567
			Occidental Mdo									TOTAL	906	1,094	906	899	3,805
												MOOE	283	438	288	233	1,242
												PS	623	656	618	666	2,563
			Oriental Mdo									TOTAL	923	1,127	1,063	1,118	4,231
												MOOE	354	428	513	369	1,664
												PS	569	699	550	749	2,567
			Palawan									TOTAL	1,136	1,191	1,316	1,366	5,009
												MOOE	672	691	858	855	3,076
												PS	464	500	458	511	1,933
			Romblon									TOTAL	914	1,006	800	1,044	3,764
												MOOE	337	292	236	295	1,160
												PS	577	714	564	749	2,604

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				Physical	Financial	Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL TARGET	EXPENSE CLASS	Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL BUDGET
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects			Regional Total								TOTAL	6,349	6,969	5,827	7,225	26,370
											PS	4,124	4,897	4,052	5,016	18,089
											MOOE	2,225	2,072	1,775	2,209	8,281
			Regional Office								TOTAL	2,538	3,063	2,353	3,227	11,281
											PS	2,023	2,598	1,975	2,652	9,248
											MOOE	615	465	378	575	2,033
			Provincial Total								TOTAL	3,711	3,906	3,474	3,998	15,089
											PS	2,101	2,299	2,077	2,364	8,541
											MOOE	1,510	1,607	1,397	1,634	6,248
			Marinduque								TOTAL	578	601	597	675	2,551
											PS	471	471	472	473	1,887
											MOOE	207	130	125	202	664
			Occidental Mindoro								TOTAL	688	813	683	556	2,840
											PS	472	472	472	474	1,890
											MOOE	216	341	211	182	950
			Oriental Mdo								TOTAL	705	820	683	806	3,014
											MOOE	285	306	280	256	1,127
											PS	420	514	403	550	1,887
			Palawan								TOTAL	922	942	956	1,088	3,908
											PS	312	314	313	314	1,253
											MOOE	610	628	643	774	2,655
			Romblon								TOTAL	718	730	555	773	2,776
											MOOE	292	202	138	220	852

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				Physical	Financial	Q1	Q2	Q3	Q4	TOTAL	EXPENSE CLASS	Q1	Q2	Q3	Q4	TOTAL
						Estimate	Estimate	Estimate	Estimate	TARGET		Estimate	Estimate	Estimate	Estimate	BUDGET
d Consolidation of Annual Accomplishment report		Consolidated annual reports prepared and submitted to submitted to PMED (no)	Regional Total	1	115				6	6	MOOE	20	19		116	155
			Regional Office	1	20				1	1	MOOE	20				20
		Consolidated annual report prepared and submitted to RO	Provincial Total	5	95				5	5	MOOE		19		116	135
			Marinduque	1	19				1	1	MOOE				19	19
			Occidental Mdo	1	19				1	1					20	20
			Oriental Mdo	1	19				1	1	MOOE		19			19
			Palawan	1	19				1	1	MOOE				58	58
			Romblon	1	19				1	1	MOOE				19	19
3. Conduct Capacity Building																
c Conduct of Physical and Financial Assessment		Semi-annual assessment conducted (no)	Regional Total	6	290		6		6	12	MOOE		70		330	400
			Regional Office	1	30		1		1	2	MOOE				30	30
			Provincial Total	5	260		5		5	10	MOOE		70		300	370
			Marinduque	1	50		1		1	2	MOOE				40	40
			Occidental Mdo	1	50		1		1	2	MOOE		30		20	50
			Oriental Mdo	1	50		1		1	2	MOOE		25		25	50
			Palawan	1	80		1		1	2	MOOE				200	200
			Romblon	1	30		1		1	2	MOOE		15		15	30
2. Forest Management																
			Regional Total								MOOE	838	1,126	860	925	3,751
			Regional Office								MOOE	100	185	12	145	442
			Provincial Total								MOOE	738	943	848	780	3,309

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						Q1	Q2	Q3	Q4	TOTAL TARGET	EXPENSE CLASS	Q1	Q2	Q3	Q4	TOTAL BUDGET
				Physical	Financial	Estimate	Estimate	Estimate	Estimate			Estimate	Estimate	Estimate	Estimate	
b. Retirement and Life Insurance			Regional Total								PS	382	385	385	387	1,539
Premiums			Regional Office								PS	196	196	196	197	785
			Provincial Total								PS	186	189	189	190	754
			Marinduque								PS	40	40	40	41	161
			Occidental Mdo								PS	40	40	40	41	161
			Oriental Mdo								PS	40	40	40	41	161
			Palawan								PS	26	27	27	27	107
			Romblon								PS	40	42	42	40	164

Prepared by:

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Regional Executive Director

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