



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, 1106 Quezon City  
Tel. Nos. 929.6626 • 929.6628 • 929.6635 | VOIP Trunkline (632) 755.3330 • 755.3300  
Website: <http://www.denr.gov.ph> • E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph)

## MEMORANDUM

FOR : The Director, Ecosystems Research and Development Bureau  
The Regional Executive Directors  
DENR-Regions 4B, 7, 8, 9 and 12

FROM : The Assistant Secretary  
Finance, Information Systems and Mining Concerns

SUBJECT : **AUTOMATION INITIATIVES ON FINANCIAL PROCESSES**

DATE : January 17, 2023

In reference to the Financial Management Systems' assessment covering the staff bureaus, selected Regional Offices and PENROs, the Project's Consultant, Domingo, Rosales and Associates, CPAs, indicated in the report that there are automation initiatives on financial processes being implemented by your Offices.

We have noted your automation initiatives that enable the facilitation of the financial processes in lieu of the suspension of the Budget and Treasury Management System (BTMS). These are as follows:

Office	Accounting Process	Automation Initiatives
<b>ERDB</b>	<ul style="list-style-type: none"><li>Processing of Claims</li><li>Maintenance of PPE and Inventory Ledger Card</li></ul>	<ul style="list-style-type: none"><li>Generation of 2307 Form</li><li>Electronic indexing of employee payroll - MS Excel VBA module</li><li>PPE and Inventory Ledger Cards, and Report of Supplies and Materials Issued (RSMI) using Visual Basic</li></ul>
<b>Regional Office 4B</b>	Remittance of statutory and other deductions	Remittance System that consolidates data from payroll and DVs to facilitate summarization of remittances and ensure completeness and accuracy.

Office	Accounting Process	Automation Initiatives
<b>Regional Office 12</b>	Financial Reporting	Preparation of COA and DBM reports using Excel Workbook
<b>PENRO Palawan (Region 4B)</b>	Remittance of statutory and other deductions	Local payroll application that stores employee data, salary details, loan records, benefits received, etc.; generates remittance reports to different agencies such as GSIS, PhilHealth, BIR, etc.; and generates index of payments to employees.
<b>PENRO Siquijor (Region 7)</b>	Processing of Claims	Regional Document Tracking System - tracking the DVs from the receipt of DVs by the Finance staff until the payment is released.
<b>PENRO Leyte (Region 8)</b>	Processing of Claims	Regional Document Tracking System - tracking is from Requesting Office until release of payment
<b>PENRO Zamboanga del Norte (Region 9)</b>	Processing of Claims	Disbursement and Budget Management System - all DVs processed are entered and which automates the generation of order of payment (which includes cash monitoring), LDDAP-ADA and 2307 for payees. Automatically generates the Report of Checks Issued, Check Disbursement Journal and ADA Journal, including budget reports which cannot be generated in eNGAS. NCA monitoring and electronic indexing is also done by Accounting using this system.

In this regard, it is requested that your automated systems be presented online. The undersigned and staff from the various offices in the Central Office will attend to your presentation. A Notice for the February 7, 2023 meeting will be issued for this purpose. For queries, please coordinate with the Management Division at telephone number (02) 8926-6998 and VoIP Nos. 1027 and 1028.

For information and appropriate action.

  
**ENGR. NONITA S. CAGUIOA**

Copy furnished:

Undersecretary for Finance, Information Systems and Climate Change



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, 1106 Quezon City  
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43  
E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph); Website: [www.denr.gov.ph](http://www.denr.gov.ph)

### NOTICE OF MEETING

TO : Directors  
Financial and Management Service  
Knowledge and Information Systems Service  
Ecosystems Research and Development Bureau  
  
Regional Executive Directors  
DENR Regions 4B, 7, 8, 9 and 12  
  
PENROs  
Palawan, Siquijor, Leyte and Zamboanga del Norte  
  
Central Office:  
Chief, Information Systems Division and concerned staff  
Chief, Accounting Division and concerned staff  
Chief, Budget Division and concerned staff  
Chief, Management Division and concerned staff

FROM : Assistant Secretary  
Finance, Information Systems and Mining Concerns

DATE/TIME : February 7, 2023; 9:00 am onwards

VENUE : ASEC FISMC Conference Room, 5<sup>th</sup> Flr, DENR Main Building

AGENDA : Online Presentation of automation initiatives on financial processes

This is the link for the Zoom meeting: [bit.ly/MeetingAIFP](https://bit.ly/MeetingAIFP)  
Meeting ID: 925 9194 1676  
Passcode: DENR

Your attendance is highly enjoined.

  
ENGR. NONITA S. CAGUIOA

Copy furnished:  
The Undersecretary for Finance, Information Systems and Climate Change