



July 27, 2023

**MEMORANDUM**

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

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

ATTENTION : **The OIC-Planning Management Division (PMD)**

FROM : **The OIC-PENR Officer**  
PENRO-Marinduque

SUBJECT : **INNOVATION PROCESSES AND GOOD PRACTICES  
OF PENRO MARINDUQUE**

Respectfully submitted herewith the lists of innovation processes implemented in PENRO-Marinduque, as follows:

NO.	PARTICULARS	SHORT OVERVIEW
1.	Electronic Record Storage	The Electronic Record Storage serves as a local storage of all digitally signed documents of PENRO-Marinduque
2.	PENRO Employee File Storage System (eFiles)	The PENRO Electronic Employee File Storage System (eFiles) serves as a local storage for keeping official files and documents and can be accessed by authorized employees within the Office through the Local Area Network (LAN)
3.	Wildlife Permit Application and Monitoring System (WPAMS)	The Wildlife Permit Application and Monitoring System (WPAMS) is an in-house developed information system which is currently installed at the PENRO local server and currently maintained by the PENRO ICT Unit. The system is being managed by the concerned employees from the Wildlife Resource Permitting Unit, and is used in the preparation of Local Transport Permit, Inspection Report and Monthly and Quarterly Statistical Reports
4.	PENRO Document Action and Tracking System (PDATS)	The PENRO Document Action and Tracking System (PDATS) is an in-house developed information system which is currently installed at the PENRO local server and currently maintained by the



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**PENRO Marinduque**

		PENRO ICT Unit. The system is capable of recording and tracking all incoming and outgoing documents, its status, turn-around time and whereabouts within the Office through the Local Area Network (LAN), and can be accessed by authorized users
5.	Local TV News Program	The Local TV News Program entitled "Talakayang Pangkalikasan ng DENR Marinduque" is being aired through Marinduque News Network focusing on the environmental advocacy which also serves as IEC for Public Awareness campaign
6.	Certification of Land Classification with Location Map (Issuance of Land Classification Status)	Aside from the prescribed template of certification, a GIS generated map is indicated at the back thereof to show location of the lot overlayed with Land Classification (LC) Map 789
7.	Implementation of 5S (sort, set in order, shine, standardize and sustain)	The continuous implementation of 5S in order to maintain cleanliness and orderliness at workplace is being conducted every last Friday of the month starting January 2023
8.	No to Single Use Plastic	PENRO-Marinduque adheres to "No to Single Use Plastic" campaign by restricting the use of plastic utensils/materials and pet bottles within the Office premises (supported by PENRO Office Order)

Please be informed that we are also currently developing database system for the National Greening Program which is expected to be implemented by the last quarter of CY 2023.

For information and record.

  
**IMELDA M. DIAZ**