



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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## MEMORANDUM

TO : **THE REGIONAL EXECUTIVE DIRECTORS**  
Regions 1-8, CAR and NCR

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

SUBJECT : **DENR SITUATIONAL REPORT GROUP**

DATE : **JUN 02 2023**

With reference to the abovementioned subject, we would like to provide your Offices with a copy of the presentation of Director Joe-Mar S. Perez of Document Management and Operations Support and Head, DENR Action Center / Hotline 8888 regarding the abovementioned subject.

The DENR Situational Report Group is being created with the following objectives: (1) undertake monitoring and surveillance of all environmental issues and incidents; (2) facilitate immediate reporting of updates and actions taken; and (3) recommend decisions and actions. The Office of Field Operations is tasked to do the following: (a) monitor environmental issues and incidents from various information sources; (b) consolidate reports from Regional and Field Offices; (3) validate and triangulate information; and (4) prepare and submit situational reports.

To facilitate the smooth and organized transmission of information and reports from your Offices to the Central Office, the Office of Director Perez has suggested the report contents and we have also attached a proposed matrix for the monitoring of reports of Regional Concerns, for your comments and recommendations.

Kindly submit your comments and recommendations on the same on or before 15 June 2023 through email at [officeofuseccuna@denr.gov.ph](mailto:officeofuseccuna@denr.gov.ph).

For compliance.

  
ATTY. JUAN MIGUEL T. CUNA, CESO I



## DENR SITUATIONAL REPORT GROUP

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### Essentials in Situational Reporting

- Submissions must be timely
- Reports/data must be constantly updated
- Contents must inform/influence decision making
- Must contain the following information, at the minimum:
  - Overview (what has happened?)
  - Effects (what concerns us?)
  - Actions taken (what have we done so far?)

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## Composition

<b>LEAD</b>	Undersecretary and Chief of Staff
<b>CO-LEADS</b>	Undersecretary for Field Operations – Luzon, Visayas and Environment Undersecretary for Field Operations – Mindanao
<b>MEMBERS</b>	Director, Strategic Communications and Initiatives Service (SCIS) Director, Document Management and Operations Support (DMOS) Technical Staff, Office of the Undersecretary for Field Operations – Luzon, Visayas and Environment (OUFO - LVE) Technical Staff, Office of the Undersecretary for Field Operations – Mindanao (OUFOM)

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## Objectives

1. Undertake monitoring and surveillance of all environmental issues and incidents;
2. Facilitate immediate reporting of updates and actions taken;  
and
3. Recommend decisions and actions.

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## Duties and Responsibilities

IN CHARGE	ACTIVITIES
OUFO – LVE and OUFOM	<ul style="list-style-type: none"> <li>• Monitor environmental issues and incidents from various information sources</li> <li>• Consolidate reports from Regional and Field Offices</li> <li>• Validate and triangulate information</li> <li>• Prepare and submit Situational Reports</li> </ul>
DMOS	<ul style="list-style-type: none"> <li>• Draft Memoranda/Directives based on actions and decisions of the Secretary</li> <li>• Assist the Chief of Staff in disseminating directives / instructions to offices concerned</li> </ul>

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## Duties and Responsibilities

IN CHARGE	ACTIVITIES
SCIS	<ul style="list-style-type: none"> <li>• Draft press statements and other media-related documents related to the issues and incidents</li> <li>• Post updates and actions by the DENR through social media accounts</li> <li>• Organize media activities such as press conferences and interviews</li> </ul>
OCOS	<ul style="list-style-type: none"> <li>• Recommend for actions and decisions for the Secretary</li> <li>• Direct offices concerned based on the decisions of the Secretary</li> <li>• Tap other key officials relevant in the environmental issues and incidents</li> </ul>

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## Contents of Situational Report

PARTICULARS	DESCRIPTION
<b>OVERVIEW</b>	Background information about the environmental issue/incident Chronology or timelines of events
<b>ENVIRONMENTAL EFFECTS / CONCERNS</b>	Details or breakdown of environmental effects or impacts
<b>ACTIONS TAKEN</b>	Activities or steps undertaken by DENR offices concerned to address the issue or incident (with chronology or timelines)
<b>OTHERS</b>	Additional details such as next steps, issues and concerns, if any

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## Expected Changes/Innovations upon Approval

- Immediate reporting of updates on issues/incidents to key officials using platforms such as Viber Group
- Paperless reporting system
- Increased public visibility in response to issues/incidents through social media posts and press releases by SCIS
- Authorities for OUFO – LVE and OUFOM to implement respective reporting arrangements

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