



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
National Highway, Bgy. Alfonso XIII, Quezon, Palawan  
Email: cenroquezon@denr.gov.ph

October 10, 2023

**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City

**FROM :** The Community Environment and  
Natural Resources Officer  
Quezon, Palawan

**SUBJECT :** **INDIVIDUAL LEARNING REPORT ON THE CONDUCTED  
7<sup>TH</sup> BATCH ENVIRONMENT AND NATURAL RESOURCES (ENR)  
FRONTLINE COURSE.**

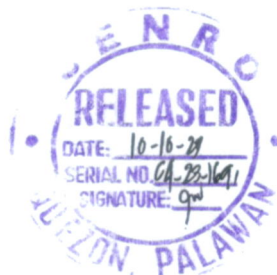
Respectfully forwarded is the Individual Learning Report of CENRO personnel, as follows:

1. Wilma DC. Ang
2. Imelda D. Sabando
3. Rosa Maria D. Bacaltos
4. Anita S. Llorca
5. Catherine R. Barja

Please be informed that the above mentioned personnel attended the Learning Event on September 25-30, 2023 at PENRO Training Hall, Sta. Monica, Puerto Princesa City, Palawan conducted by DENR HRD, MIMAROPA, Manila.

The said Learning Event is of great help in the implementation of DENR Services as Frontliner to be more knowledgeable in performing their duties, functions and responsibilities.

For your information and records.



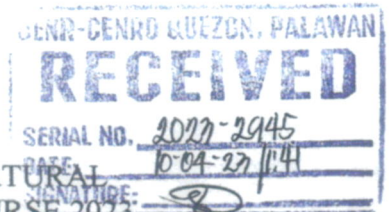
  
**RENATO S. GONZAGA**



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
National Highway, Bgy. Alfonso XIII, Quezon, Palawan  
Contact No.: 0997-982-3016

**INDIVIDUAL LEARNING REPORT**

Name of Participant : **ROSA MARIA D. BACALTOS**  
Office/Service : **DENR-CENRO QUEZON**  
Training Title : **7<sup>th</sup> BATCH ENVIRONMENT AND NATURAL  
RESOURCE (ENR) FRONTLINE COURSE 2023**  
Learning Providers : **HUMAN RESOURCE DEVELOPMENT SERVICE  
(HRDS) MIMAROPA REGION**  
Inclusive Dates : **SEPTEMBER 25-30, 2023**  
Venue : **PENRO TRAINING HALL, PUERTO PRINCESA CITY**



**PART I (To be accomplished by Participant)**

**I. EVALUATION OF THE COURSE**

• **Technical Content**

1. DENR in Retrospect
  - a) Mandate, Vision, Mission
  - b) Core Values
  - c) DENR Organizational Structure
  - d) Program for Environment and Natural Resources for Restoration, Rehabilitation and Development (PRRD)
  - e) 10 Major Programs
  - f) 2017-2022 Philippine Development Plan
  - g) Ambisyon Natin 2040
  - h) Core Values
2. Land Management Services
3. Biodiversity Management Services
4. Forest Management Services
5. Environmental Management Services
6. Ecosystem Research Development Services
7. Ease of Doing Business and Efficient Government Service Delivery
  - R.A 11032 (Anti Red Tape Authority-ARTA)
  - Code of Conduct and Ethical Standard (R.A 6713)
8. Financial Literacy (Planning, Saving and Budgeting)
9. Client Service Excellence 101
10. Office Protocol and Etiquette
11. Community Engagement (Tree planting activity)

• **Impressions / Comments**

This training course give me more knowledge that will help me to do my duties and responsibilities properly. To all Resource Speakers, I am thankful for them because they shared their knowledge and experiences to discuss very well their topics and it will help to everyone to be more effective and efficient employee of DENR. Of course every one of them acknowledged all queries and answered clearly as much as possible.

**II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/  
FUNCTION**





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Contact No.: 0997-982-3016

This training is very relevant to my work/function as new permanent employee of DENR, it help me to perform my duties and responsibilities. As Admin. Aide VI, my line of work is all about admin. matters, although I have a few knowledge relative to technical matters but through this training I learned a lot new technical terms in regards to Land Management Services, Forest Management Services and other services offers by DENR. And continuous conserve and protect our environment through community engagement (tree planting and clean-up). Of course this training enlighten me on how to be more effective and efficient employee, and to appreciate and serve a client properly with honesty and dedication, because public office is a public trust.

### III. RECOMMENDATIONS

It may recommend to that higher office to conduct another training that may support to the employee to enhance more competencies and to gain more knowledge that may help for more improvement.

### IV. POST LEARNING ACTION PLAN/PROPOSAL

To be more effective and efficient employee, all topics discussed by the speakers must be apply not only in the workplace but also in a real life to maintain good communication and good performance as government employee and continuous participate/attend to all conducted activities, trainings, learning event that may support for improvement of everyone.

### PART II (To be accomplished by Supervisor)

- How will you support the post Learning Action Plan/Proposal?  
By recommending her for to attend trainings and seminars to enhance her competencies and to become more effective in executing of her duties and responsibilities.
- Have you discussed any concerns needed by subordinates so that he/she can effectively transfer/apply the skills and knowledge gained from the training?  
Yes
- Would you be willing to send him/her again to other training/seminars/conferences?

Yes ☒ No ☐ Others ☐

If yes, please specify courses

Any related trainings & seminar.

Submitted by:

*Rosa Maria D. Bacaltos*  
**ROSA MARIA D. BACALTOS**

Attendee

Noted/Confirmed by:

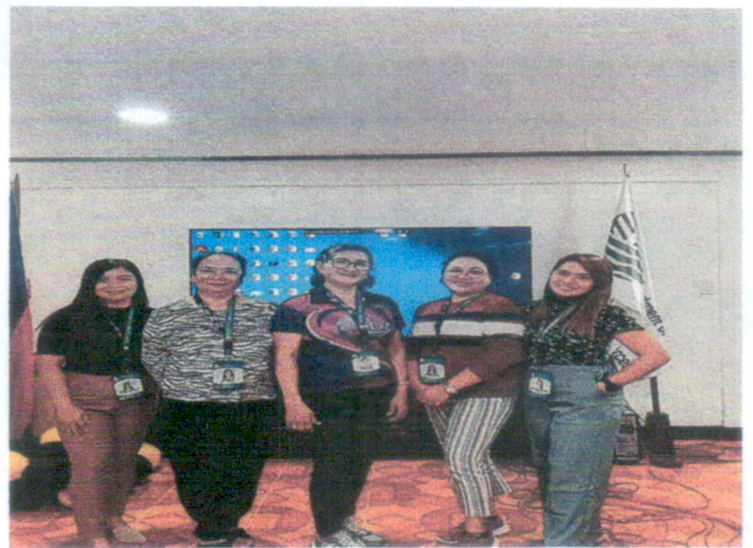
*Renato S. Gonzaga*  
**RENATO S. GONZAGA**  
Supervisor

October 04, 2023





Pictures during Training



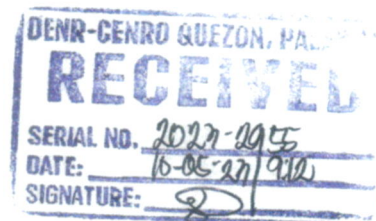




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Contact No.: 0997-982-3016

**INDIVIDUAL LEARNING REPORT**

Name of Participant : **IMELDA D. SABANDO**  
Office/Service : **DENR-CENRO QUEZON**  
Training Title : **AUTHORIZING THE CONDUCT OF 7<sup>TH</sup> BATCH  
ENVIRONMENT AND NATURAL RESOURCES  
(ENR) FRONTLINE COURSE**  
Learning Providers : **MIMAROPA REGION**  
Inclusive Dates : **September 25-30, 2023**  
Venue : **PENRO training Hall, Sta. Monica, Puerto Princesa City**



**I. EVALUATION OF THE COURSE**

• **Technical Content**

The objective of this learning event is to strengthen and enhance the employee's knowledge, skills and capability to become better public servant.

• **Impressions / Comments**

The activity taught me more than what I expected. Some of the resource person are very impressive and clearly knows everything that can help everyone to apply the line of work. And every one of them acknowledged our queries and answered clearly as much as possible. I personally would like to thank the members of the Human Resources Development Services (HRDS) and all speakers from different Sector/Unit for being so patient and understanding on the things asked by the trainees especially the activities involved in every discussions. I hope there are more trainings to maintain the activeness of the participants.

**II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION**

The topics in the training are relevant to my work/function. As Engineering Aide/ Records Aide/LAMS Focal Person this will be a very great help to know what the things under the jurisdiction of the DENR and to what extent is the authority of our agency.

**III. RECOMMENDATIONS**

In order for the participants to be active in this training, the attendees present on this training must be continuously participate in all activities.





#### IV. POST LEARNING ACTION PLAN/PROPOSAL

I would proposed to re-echo during the Monday forum all the important matters being discussed in the said training in order to enlighten other employees.

#### PART II (To be accomplished by Supervisor)

- How will you support the post Learning Action Plan/Proposal?
  - Give the participant ample time to re-echo the learnings from the training.
- Have you discussed any concerns needed by subordinates so that he/she can effectively transfer/apply the skills and knowledge gained from the training?

Yes

- Would you be willing to send him/her again to other training/seminars/conferences?

Yes ✓      No             Others       

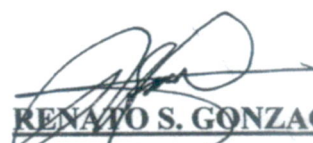
If yes, please specify courses

**Learning event on the Processing of Public Land Applications and other related subject matter.**

Submitted by:

Noted/Confirmed by:

  
**IMELDA D. SABANDO**  
Attendee

  
**RENATO S. GONZAGA**  
Supervisor

October 4, 2023





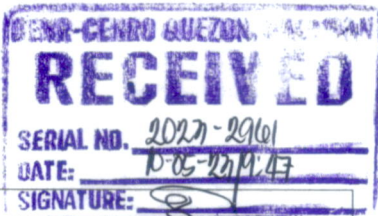
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Pictures during Training





INDIVIDUAL LEARNING REPORT



Part 1 (To be prepared by the participant)

Name of Participant:	WILMA DC. ANG
Office/Service:	DENR-CENRO, Quezon
Training Title:	7 <sup>th</sup> Batch of Environment and Natural Resources (ENR) Frontline Course
Learning Providers:	Regional HRD, MIMAROPA
Inclusive Dates:	September 25-30, 2023
Venue:	PENRO Training Hall, Puerto Princesa City

I. EVALUATION OF THE COURSE:

• Technical Content:

The resource speakers are :

1. Ms. Rhodora B. Ubani – Biodiversity Mgt. Services
2. Mr. Jimmy Villareal – Land Mgt. Services
3. PENRO Felizardo B. Cayatoc – Forest Mgt. Services
4. Ms. Mercidita B. Almorfe – Environmental Mgt. Bureau
5. Mr. Marlon Marines – NAMRIA
6. Engr. Renzil Llodonet – Mining Resources Mgt. Services
7. Atty. Llenell R. Rabeje – Code of Conducuer & Ethics
8. Acct. Nazar Norman S. Cortuva – Financial Management
9. Ma’am Edna Tarusa – Client Service Excellence; Office Protocol; Gender & Development

• Impression/Comments:

I learned all the Laws governing each services of the DENR, the resource speaker are expert with regards to the Republic Act; DENR Administrative Order and Executive Orders, each one emphasis first the Legal Basis of the topic they will going to discuss.

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II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT’S WORK/FUNCTION:

The said learning event as Frontliners are deemed necessary to upgrade the level of public service. As an Administrative Aide VI and designated Personnel Officer of CENRO Quezon it is relevant to my position and enhance my skill especially the one that Ma’am Edna Tarusa discussed about Client Services Excellence; Office Protocol and also regarding the Code of Conduct & Ethics which is discussed by Atty. Llenel R. Rabeje.

<b>II. RECOMMENDATIONS:</b>	
Since this Learning Event is really a refresher to all Frontliner, another like learning event is needed to all DENR employees especially those who are in the field offices.	
<b>IV. POST LEARNING ACTION PLAN/PROPOSAL:</b>	
<b>Proposed Plan/Activity/Output</b>	<b>Time Frame</b>
To re-echo what was learned during the said Learning Event so that all employees may know the different Legal Basis of all the services of the DENR .	30 minutes

**Part 2 (To be prepared by the Supervisor)**

How will you support the post Learning Action/Proposal?

Give the participants ample time to re-echo the learnings from the training.

\_\_\_\_\_

\_\_\_\_\_

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training?

Yes\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Would you be willing to send him/her again to other training/seminar/conference?

Yes ☐ ☐ No ☒ Others ☐

If yes, please specify courses.

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Submitted by:

  
WILMA D.C. ANG  
Attendee

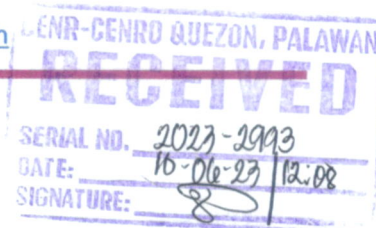
October 4, 2023  
Date

Noted/Confirmed by:

  
RENATO S. GONZAGA  
OIC-CENRO & Concurrent PASu MMPL  
Supervisor 



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Contact No.: 0917-160-4920  
Email: [cenroquezon@denr.gov.ph](mailto:cenroquezon@denr.gov.ph)



**INDIVIDUAL LEARNING REPORT**

<b>Name of Participants:</b>	CATHERINE R. BARJA
<b>Office/Service:</b>	DENR-CENRO, QUEZON, PALAWAN
<b>Training Title:</b>	7 <sup>TH</sup> BATCH OF ENVIRONMENT AND NATURAL RESOURCES (ENR) FRONTLINE COURSE 2023
<b>Learning Providers:</b>	HUMAN RESOURCE DEVELOPMENT SECTION (HRDS), MIMAROPA REGION
<b>Inclusive Dates:</b>	SEPTEMBER 25-30, 2023
<b>Venue:</b>	PENRO TRAINING HALL, PUERTO PRINCESA CITY, PALAWAN

**PART I (To be accomplished by Participant)**

**I. EVALUATION OF THE COURSE: ENR FRONTLINE COURSE**

• **Technical Content:**

**1. THE DENR IN RETROSPECT**

- Mandate, Vision, Mission
- Core Values
- House Rules
- DENR Organizational Structure
- Program of Environment and Natural Resources for Restoration Rehabilitation and Development (PRRD)
- 10 Major Programs
- 2017-2022 Philippine Development Plan
- Ambisyon Natin 2040

**2. LAND MANAGEMENT SERVICES:**

- Basic Principles in the DENR Administrative Titling Program
- Land Administration and Management Laws
- Land Classification
- System of Land titling
- Mandate = (Regalian Doctrine)
- Agricultural Free Patent (RA II573)
- Homestead
- Sales Patent
- Lease
- Special Patent
- Residential Free Patent (RA 10023)
- Other: Foreshore





### 3. BIODIVERSITY MANAGEMENT SERVICES:

- Mission and Vision
- Biodiversity Conservation
- Functions of BMB
- Legal Basis – Republic Acts
  - RA 11038
  - RA 9072
  - RA 9147
  - RA 3571
  - RA 7535
  - RA 10629
  - EO 578
  - EO 533
- **ECOSYSTEM DIVERSITY**
  - Philippine Biodiversity
  - Coastal and Marine Biodiversity
  - Protected Areas
  - (NIPAS Act as amended by ENIPAS Act)
- **FOREST MANAGEMENT SERVICES:**
  - Forest Management 101 – Forestry Laws
  - 2020 Land Classification
  - Philippines Forest Cover
  - Basic Forestry Law
  - Some Definition of Terms
  - Relevant Forestry Laws
  - Landmark Regulations in Forestry Law Enforcement
  - Rule and Procedure for Environmental Cases (RPEC)
  - Other relevant DAO's
  - Donations of forest products
  - Cutting Permits or Authorities: (Presidential Decree No. 705
  - Definition of Forest Products
  - Short-Term Permits & Transport Certificates
  - Long-Term Permits
  - Other Relevant Provisions of PD 705, as amended
  - Executive Order 277 (July 25, 1987) Amended Sec. 68 of PD 705 Sec. 68-A & Sec. 68-B)
  - Nature of Forestry Law Enforcement
  - Basic Forestry Law
  - Chapter III. Theft, Article 308 and 309 of the Revised Penal Code
  - Executive Order No. 23



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- Laws and Guideline Prohibiting the Cutting/Harvesting/Gathering or Disposition and Trade of Timber Trees
- Timber Tracking System
- Timber Inventory
- DAO 2000-21: Revised Guidelines in the Issuance of Private Land Timber Permit/Special Private Land Timber Permit (PLTP/SPLTP)
- DAO 2009-29: Guidelines Regulating the Utilization of Forest Products within CBFM Areas
- Measurement Standards (Per DMO No. 91-08)
- Timber Inventory Activities
- Preparation & Planning of the Inventory
- Map Preparation (Supplies and Materials) Tally Sheet
- Data Entry Processing and Analysis
- Diameter Limits
- Species Grouping (based on DAO No. 2000-63)
- Stand and Stock Table
- Most Important thing in Forest Inventory

**4. FRAMEWORK OF ENVIRONMENTAL REGULATIONS AND EMB MANDATES, PLANS AND PROGRAMS**

- Brief History of the Organization
- Article II, Section 16 of the 1987 Philippine Constitution
- Organizational Function
- DENR Organizational Structure
- Hierarchy
- DENR's 10 Priority Programs under Sec. CIMATU
- Brief History
- PD 1152: Environmental Code
- PD 1586: Philippines Environmental Impact Statement System
- Executive Order No. 192, 10 June 1987
- EMB Mandate
- Major Policy Thrust for the Environmental Sector
- PD 1586 Philippines EIS System
- PD 6969 or Toxic Substances, Hazardous and Clear Waste Control Act
- Clean Air Act (RA No. 6749)
- RA 9003 or Ecological Solid Waste Management Act
- RA 9275, The Clean Water Act
- On Climate Change
- The Provincial Environmental Management Unit (PEMU)
- Roles of PEMU in the implementation of PD 1586, RA No. 8749 & RA No. 9003
- Clean Water Act (RA No. 9275)
- Role of City ENRO/MENRO IN RA 9003 & PD 1586, RA 8749
- Contextualizing events & Major Environmental Laws





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- Presidential Proclamation (PP) 2146 Press Coverage technical Description (1986)
- Decision on ECC Applications
- Environmental Compliance Monitoring
- Common Air Pollutants
- Permitting Requirements
- Policy Objective, Updates
- Legal Basis
- Structure and operation

**5. ORIENTATION ON ISO 9001:2015 Quality Management System for the DENR MIMAROPA**

- Outline
- Legal Basis
- DENR ISO Certification
- Benefits of ISO 9001 in the Government
- Quality Management Principles
- Overview of the QMS Requirements

**6. NAMRIA**

- National Mapping and Resource Information Authority
- Core functions
- Topographic Mapping and Geodetic Reference Frame Development and Management.
- Branches of NAMRIA
- Surface Mining
- Underground Mining
- Evolution of the Philippines Mining Law
- Mining Laws
- Policy Updates
- Social and Environmental Programs
- Mines Rehabilitation Fund Committee
- Progressive rehabilitation
- Areas closed to Mining per RA No. 7942
- Exploration
- LGU-Issued Mining Rights
- Small-Scale Mining (SSM)
- Provincial/City Mining Regulatory Board

**7. MGB MIMAROPA**

- Code of Conduct & Ethical Standards for Public Officials or Employees
- Scope of Discussion
- Provisions on Public Accountability (1987 Constitution)





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- Accountability of Public Officers
- Corruption
- Three (3) Fold Liability
- Criminal Liability
- Civil Liability
- Administrative Liability
- RA No. 6713 – The Code of conduct and ethical standards for Public Officials and Employees
- Legal Basis
- Law and Ethics
- Code of conduct and ethical standards
- Ethics
- Integrity
- Norms of Conduct
- Duties
- Other Obligations
- Prohibited Acts & Transactions
- Common Offenses
- 2017 Rules on Administrative Cases in the Civil Service (2017) RACCS  
CSC Resolution No. 1701077
- Disciplinary Cases
- Non-Disciplinary Cases
- Procedures
- Valid Complaint
- Preliminary Investigation
- Formal
- Formal Charge
- Preventive Suspension
- Formal Investigation
- Decision
- Administrative Offenses
- Grave Offenses
- Light Offenses
- Kinds of Administrative Penalties
- Non-Appealable Penalties
- Penalties effects and accessories
- Sexual Harassment
- Remedies from a Decision

**8. RED TAPE**

- Ease of Doing Business
- Republic Act No. 11032
- Joint Memorandum Circular (MC) No. 2019-001
- Ease of Doing Business
- Coverage



- Definition of Terms
- Salient Features
- ARTA
- Composition of the ARTA
- Ease of Doing Business and Anti-Red Tape Advisory Council
- Power and Functions
- CITIZEN CHARTER
- Definition of Terms
- Prescribed Processing Time in Accordance to Government Service
- Accessing Government Services
- Automatic Approval/Extension of legal and others
- Zero-Contact Policy
- Streamlining of Procedures for issuance of Local Business Permits, Licenses Including BFP Clearances and Certificates
- Accountability of Heads of Offices
- Violations and Persons Liable
- Definition of Terms
- Penalties and Liabilities

#### **9. TRAINING OF TRAINERS**

- Session Objectives
- What is Financial Education, Literacy & Capability
- Importance of Fin-Ed
- Determinate of Financially literate persons
- Financial Literacy of Filipino
- Vision Exercise
- Financial Planning
- The First Step to achieving Financial Freedom (PLAN)
- The Correct Saving Formula
- Smart Spending Saves
- INFLATION (Price Level and Inflation)

#### **10. THE ECOLOGICAL SOLID WASTE MANAGEMENT ACT OF 2000 (RA 9003)**

- RA 9003
- Salient Features of RA 9003
- Members of NSWMC
- Roles of the LGUs (Section 10. RA 9003)
- Traditional Method
- SEGREGATION AT SOURCE
- Prohibited Acts
- Hazardous Waste Management





#### 11. THE 10 COMMANDMENTS OF GREAT CLIENT SERVICE

- Essential Client Service Skills
- Workplace Protocol and Etiquette
- Handshakes
- Kissing

#### • IMPRESSION/COMMENTS:

The participants were all active in participating and the speakers are clever and conversant in accommodating all the comments and suggestion of participants.

#### RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION

It helps me perform my job/task specifically in my designated field of assignment and it easy to understand the technical terms in forest resource management services and other services that DENR offers. It also enlighten me on how to perform my duties as a public servant with dignity and integrity. Most of all, taught me to love my work more, to appreciate what I have and to respect others especially our clients.

#### RECOMMENDATIONS

It is hereby recommended that Higher Office to conduct another or series of training annex to this and must be face to face so that the participant can focus during the training.

#### POST LEARNING ACTION PLAN/PROPOSAL

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POST LEARNING ACTION PLAN/PROPOSAL	
PROPOSED PLAN/ACTIVITY/OUTPUT	TIME FRAM
1. Re-echo the Summary of the Training event. 2. Application of knowledge and insights gained from this training to day-to-day affairs.	1. During Monday Forum 2. During IEC



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**PART II (To be accomplished by Supervisor)**

How will you support the post Learning Action Plan/Proposal?

-Provide the necessary assistance.

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer/apply the skills and knowledge gained from the training?

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YES

Would you be willing to send him/her again to other training/seminars/conferences?

Yes ☒ No ☐ Others ☐

If yes, please specify courses

If yes, please specify courses

Any related Workshop/Training and Seminars relevant to the work.

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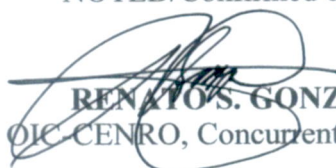
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Submitted by:

  
**CATHERINE R. BARJA**  
Forest Ranger

**October 5, 2023**  
Date

NOTED/Confirmed by:

  
**RENATO S. GONZAGA**  
OIC CENRO, Concurrent PASu MMPL



Photos during conducting of 7<sup>th</sup> batch of Environment & Natural Resources (ENR) Frontline Course at PENRO Training Hall, PENRO Palawan dated September 25-30, 2023

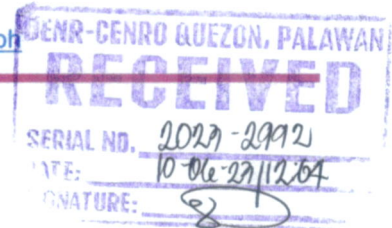


*Chang*





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**INDIVIDUAL LEARNING REPORT**

<b>Name of Participants:</b>	<b>ANITA S. LLORCA</b>
<b>Office/Service:</b>	<b>DENR-CENRO, QUEZON, PALAWAN</b>
<b>Training Title:</b>	<b>7<sup>TH</sup> BATCH OF ENVIRONMENT AND NATURAL RESOURCES (ENR) FRONTLINE COURSE 2023</b>
<b>Learning Providers:</b>	<b>HUMAN RESOURCE DEVELOPMENT SECTION (HRDS), MIMAROPA REGION</b>
<b>Inclusive Dates:</b>	<b>SEPTEMBER 25-30, 2023</b>
<b>Venue:</b>	<b>PENRO TRAINING HALL, PUERTO PRINCESA CITY, PALAWAN</b>

**PART I (To be accomplished by Participant)**

**I. EVALUATION OF THE COURSE: ENR FRONTLINE COURSE**

• **Technical Content:**

**1. THE DENR IN RETROSPECT**

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- Program of Environment and Natural Resources for Restoration Rehabilitation and Development (PRRD)
- 10 Major Programs
- 2017-2022 Philippine Development Plan
- Ambisyon Natin 2040

**2. LAND MANAGEMENT SERVICES:**

- Basic Principles in the DENR Administrative Titling Program
- Land Administration and Management Laws
- Land Classification
- System of Land titling
- Mandate = (Regalian Doctrine)
- Agricultural Free Patent (RA II573)
- Homestead
- Sales Patent
- Lease
- Special Patent
- Residential Free Patent (RA 10023)
- Other: Foreshore





**3. BIODIVERSITY MANAGEMENT SERVICES:**

- Mission and Vision
- Biodiversity Conservation
- Functions of BMB
- Legal Basis – Republic Acts
  - RA 11038
  - RA 9072
  - RA 9147
  - RA 3571
  - RA 7535
  - RA 10629
  - EO 578
  - EO 533
- **ECOSYSTEM DIVERSITY**
  - Philippine Biodiversity
  - Coastal and Marine Biodiversity
  - Protected Areas
  - (NIPAS Act as amended by ENIPAS Act)
- **FOREST MANAGEMENT SERVICES:**
  - Forest Management 101 – Forestry Laws
  - 2020 Land Classification
  - Philippines Forest Cover
  - Basic Forestry Law
  - Some Definition of Terms
  - Relevant Forestry Laws
  - Landmark Regulations in Forestry Law Enforcement
  - Rule and Procedure for Environmental Cases (RPEC)
  - Other relevant DAO's
  - Donations of forest products
  - Cutting Permits or Authorities: (Presidential Decree No. 705
  - Definition of Forest Products
  - Short-Term Permits & Transport Certificates
  - Long-Term Permits
  - Other Relevant Provisions of PD 705, as amended
  - Executive Order 277 (July 25, 1987) Amended Sec. 68 of PD 705 Sec. 68-A & Sec. 68-B)
  - Nature of Forestry Law Enforcement
  - Basic Forestry Law
  - Chapter III. Theft, Article 308 and 309 of the Revised Penal Code
  - Executive Order No. 23



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- Laws and Guideline Prohibiting the Cutting/Harvesting/Gathering or Disposition and Trade of Timber Trees
- Timber Tracking System
- Timber Inventory
- DAO 2000-21: Revised Guidelines in the Issuance of Private Land Timber Permit/Special Private Land Timber Permit (PLTP/SPLTP)
- DAO 2009-29: Guidelines Regulating the Utilization of Forest Products within CBFM Areas
- Measurement Standards (Per DMO No. 91-08)
- Timber Inventory Activities
- Preparation & Planning of the Inventory
- Map Preparation (Supplies and Materials) Tally Sheet
- Data Entry Processing and Analysis
- Diameter Limits
- Species Grouping (based on DAO No. 2000-63)
- Stand and Stock Table
- Most Important thing in Forest Inventory

**4. FRAMEWORK OF ENVIRONMENTAL REGULATIONS AND EMB MANDATES, PLANS AND PROGRAMS**

- Brief History of the Organization
- Article II, Section 16 of the 1987 Philippine Constitution
- Organizational Function
- DENR Organizational Structure
- Hierarchy
- DENR's 10 Priority Programs under Sec. CIMATU
- Brief History
- PD 1152: Environmental Code
- PD 1586: Philippines Environmental Impact Statement System
- Executive Order No. 192, 10 June 1987
- EMB Mandate
- Major Policy Thrust for the Environmental Sector
- PD 1586 Philippines EIS System
- PD 6969 or Toxic Substances, Hazardous and Clear Waste Control Act
- Clean Air Act (RA No. 6749)
- RA 9003 or Ecological Solid Waste Management Act
- RA 9275, The Clean Water Act
- On Climate Change
- The Provincial Environmental Management Unit (PEMU)
- Roles of PEMU in the implementation of PD 1586, RA No. 8749 & RA No. 9003
- Clean Water Act (RA No. 9275)
- Role of City ENRO/MENRO IN RA 9003 & PD 1586, RA 8749
- Contextualizing events & Major Environmental Laws





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- Presidential Proclamation (PP) 2146 Press Coverage technical Description (1986)
- Decision on ECC Applications
- Environmental Compliance Monitoring
- Common Air Pollutants
- Permitting Requirements
- Policy Objective, Updates
- Legal Basis
- Structure and operation

**5. ORIENTATION ON ISO 9001:2015 Quality Management System for the DENR MIMAROPA**

- Outline
- Legal Basis
- DENR ISO Certification
- Benefits of ISO 9001 in the Government
- Quality Management Principles
- Overview of the QMS Requirements

**6. NAMRIA**

- National Mapping and Resource Information Authority
- Core functions
- Topographic Mapping and Geodetic Reference Frame Development and Management.
- Branches of NAMRIA
- Surface Mining
- Underground Mining
- Evolution of the Philippines Mining Law
- Mining Laws
- Policy Updates
- Social and Environmental Programs
- Mines Rehabilitation Fund Committee
- Progressive rehabilitation
- Areas closed to Mining per RA No. 7942
- Exploration
- LGU-Issued Mining Rights
- Small-Scale Mining (SSM)
- Provincial/City Mining Regulatory Board

**7. MGB MIMAROPA**

- Code of Conduct & Ethical Standards for Public Officials or Employees
- Scope of Discussion
- Provisions on Public Accountability (1987 Constitution)



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- Accountability of Public Officers
- Corruption
- Three (3) Fold Liability
- Criminal Liability
- Civil Liability
- Administrative Liability
- RA No. 6713 – The Code of conduct and ethical standards for Public Officials and Employees
- Legal Basis
- Law and Ethics
- Code of conduct and ethical standards
- Ethics
- Integrity
- Norms of Conduct
- Duties
- Other Obligations
- Prohibited Acts & Transactions
- Common Offenses
- 2017 Rules on Administrative Cases in the Civil Service (2017) RACCS  
CSC Resolution No. 1701077
- Disciplinary Cases
- Non-Disciplinary Cases
- Procedures
- Valid Complaint
- Preliminary Investigation
- Formal
- Formal Charge
- Preventive Suspension
- Formal Investigation
- Decision
- Administrative Offenses
- Grave Offenses
- Light Offenses
- Kinds of Administrative Penalties
- Non-Appealable Penalties
- Penalties effects and accessories
- Sexual Harassment
- Remedies from a Decision

**8. RED TAPE**

- Ease of Doing Business
- Republic Act No. 11032
- Joint Memorandum Circular (MC) No. 2019-001
- Ease of Doing Business
- Coverage





- Definition of Terms
- Salient Features
- ARTA
- Composition of the ARTA
- Ease of Doing Business and Anti-Red Tape Advisory Council
- Power and Functions
- CITIZEN CHARTER
- Definition of Terms
- Prescribed Processing Time in Accordance to Government Service
- Accessing Government Services
- Automatic Approval/Extension of legal and others
- Zero-Contact Policy
- Streamlining of Procedures for issuance of Local Business Permits, Licenses Including BFP Clearances and Certificates
- Accountability of Heads of Offices
- Violations and Persons Liable
- Definition of Terms
- Penalties and Liabilities

#### **9. TRAINING OF TRAINERS**

- Session Objectives
- What is Financial Education, Literacy & Capability
- Importance of Fin-Ed
- Determinate of Financially literate persons
- Financial Literacy of Filipino
- Vision Exercise
- Financial Planning
- The First Step to achieving Financial Freedom (PLAN)
- The Correct Saving Formula
- Smart Spending Saves
- INFLATION (Price Level and Inflation)

#### **10. THE ECOLOGICAL SOLID WASTE MANAGEMENT ACT OF 2000 (RA 9003)**

- RA 9003
- Salient Features of RA 9003
- Members of NSWMC
- Roles of the LGUs (Section 10. RA 9003)
- Traditional Method
- SEGREGATION AT SOURCE
- Prohibited Acts
- Hazardous Waste Management



## 11. THE 10 COMMANDMENTS OF GREAT CLIENT SERVICE

- Essential Client Service Skills
- Workplace Protocol and Etiquette
- Handshakes
- Kissing

### • IMPRESSION/COMMENTS:

The program was enjoyable, and I learned a lot from it. All speaker's has a full of knowledge to discussed what topic they shared to us as participants of this Frontline Course and this will be our tools for responding quickly in our work place and also in our community life.

I would like also to thank you for the new knowledge that you have imparted in us and also for being part of this training course and development opportunity. I treasure this wonderful opportunity and experience.

## RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION

It helps me perform my job/task specifically in my designated as field personnel of assignment and it easy to understand the topic they imparted us. It help me to continue performing my task as public servant. Since I've been in the Department I do all my best to perform what is good to responds the community needs relevant to my work. It also enlighten me on how to perform my duties as a public servant with dignity and integrity. Most of all, taught me to love my work more, to appreciate what I have and to respect others especially our clients.

## RECOMMENDATIONS

It is hereby recommended that Higher Office to conduct another or series of training annex to this and must be face to face so that the participant can focus during the training. I also recommend that all employees must attend to this Frontline training course to developed their knowledge relevant to their work.





## POST LEARNING ACTION PLAN/PROPOSAL

POST LEARNING ACTION PLAN/PROPOSAL	
PROPOSED PLAN/ACTIVITY/OUTPUT	TIME FRAME
I proposed that all who participated in this training must conduct IEC regarding with the topic discussed by all speakers on the training to share the knowledge we earn in this training, not only for sharing but to apply it by our self in the workplace and for the community to maintain good relationship to everyone.	1. During Monday Forum 2. During IEC

### PART II (To be accomplished by Supervisor)

How will you support the post Learning Action Plan/Proposal?

-Provide the necessary assistance.

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer/apply the skills and knowledge gained from the training?

YES

Would you be willing to send him/her again to other training/seminars/conferences?


Yes ☒ No ☐ Others ☐

If yes, please specify courses

If yes, please specify courses

Any related Workshop/Training and Seminars relevant to the work.

Submitted by:

  
**ANITA S. LLORCA**  
Park Maintenance Foreman  
**October 5, 2023**  
Date

NOTED/Confirmed by:

  
**RENATO S. GONZAGA**  
OIC-CENRO, Concurrent PASu MMPL



Photos during conducting of 7<sup>th</sup> batch of Environment & Natural Resources (ENR) Frontline Course at PENRO Training Hall PENRO Palawan dated September 25-30, 2023



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