



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

October 06, 2023

MEMORANDUM

FOR : The OIC, Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The OIC-Chief, Planning and Management Division
The Chief, ICT Section

FROM : The OIC – PENR Officer

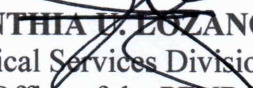
SUBJECT : **DENR TRANSPARENCY SEAL (TS) MONITORING
SHEET FOR THE THIRD QUARTER, FY 2023 OF
DENR-PENRO MARINDUQUE**

Submitted is the DENR Transparency Seal (TS) Monitoring Sheet for the Third Quarter, FY 2023 of DENR-PENRO Marinduque. The Transparency Seal can be accessed and viewed in the DENR-PENRO Marinduque official website thru <https://penromarinduque.gov.ph/>.

Likewise, as per Memorandum dated April 14, 2023 from the DENR MIMAROPA Assistant Regional Director for Management Services, all signed reports and Means of Verification (MOVs) under Data Management Including Systems Development and Maintenance shall be uploaded at Google shared folder provided by the Regional ICT Unit, and can be viewed and accessed thru this link: <https://tinyurl.com/2s43ywp3>.

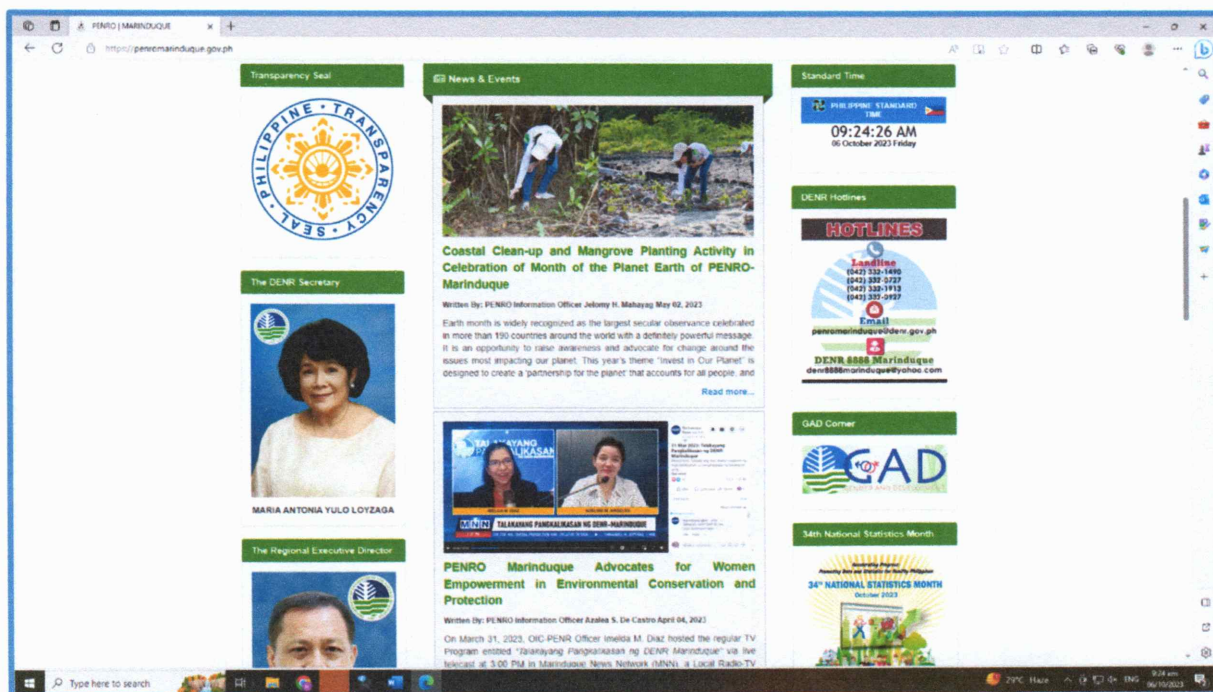
For information and record.

“For and in the absence of the PENRO”


ENGR. CYNTHIA U. LOZANO
Chief, Technical Services Division
In-Charge, Office of the PENRO



SCREENSHOTS OF DENR-PENRO MARINDUQUE WEBSITE CONTAINING A VISIBLE AND FUNCTIONAL TRANSPARENCY SEAL



FY 2023 DENR TRANSPARENCY SEAL (TS) MONITORING SHEET

Office : DENR PENRO Marinduque

ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
I.	AGENCY'S MANDATE, VISION, MISSION AND LIST OF OFFICIALS					
a.	DENR mandate, vision and mission					▪ Complied
b.	List of DENR officials and their contact information (Updated per S.O. issued)					▪ Updated as of April 12, 2023
II.	ANNUAL FINANCIAL REPORTS					
A.	FAR No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAOBDB)					
a.1	FAR No. 1	Q1 Report (on or before April 10, 2023)				▪ Date uploaded to PENRO website: April 04, 2023
a.2	FAR No. 1		Q2 Report (on or before July 10, 2023)			▪ Date uploaded to PENRO website: July 06, 2023
a.3	FAR No. 1			Q3 Report (on or before October 10, 2023)		▪ Date uploaded to PENRO website: October 06, 2023
a.4	FAR No. 1				Q4 Report (on or before January 10, 2024)	▪ Date uploaded to PENRO website:

16

ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
B.	FAR No. 4: Summary Report on Disbursements					
b.1	FAR No. 4	January report (on or before Feb 03, 2023) February report (on or before March 03, 2023) March report (on or before April 03, 2023)				Date uploaded to PENRO website: Quarter 1 <ul style="list-style-type: none"> January – 02/01/2023 February – 03/02/2023 March – 03/31/2023
b.2	FAR No. 4		April report (on or before May 03, 2023) May report (on or before June 03, 2023) June report (on or before July 03, 2023)			Date uploaded to PENRO website: Quarter 2 <ul style="list-style-type: none"> April – 04/26/2023 May – 05/25/2023 June – 06/30/2023
b.3	FAR No. 4			July report (on or before Aug 03, 2023) August report (on or before Sept 03, 2023) September report (on or before Oct 03, 2023)		Date uploaded to PENRO website: Quarter 3 <ul style="list-style-type: none"> July – 08/02/2023 August – 09/01/2023 September – 10/03/2023
b.4	FAR No. 4				October report (on or before Nov 03, 2023) November report (on or before Dec 03, 2023) December report (on or before Jan 03, 2024)	Date uploaded to PENRO website: <ul style="list-style-type: none"> October – November – December –

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C.	BAR No. 1: Quarterly Report of Operations (Deadline: Submission to Regional Office is on or before 10 th day of the succeeding quarter)					
c.1	BAR No. 1	Q1 Report (on or before April 10, 2023)				▪ Date uploaded to PENRO website: April 03, 2023
c.2	BAR No. 1		Q2 Report (on or before July 10, 2023)			▪ Date uploaded to PENRO website: July 05, 2023
c.3	BAR No. 1			Q3 Report (on or before October 10, 2023)		▪ Date uploaded to PENRO website: October 06, 2023
c.4	BAR No. 1				Q4 Report (on or before January 10, 2024)	▪ Date uploaded to PENRO website:
D.	Physical Plan FY2023 (BED No. 2)	Upon approved copy is provided by Regional Office				▪ Date uploaded to PENRO website: April 25, 2023
E.	FAR No. 5: Quarterly Report on Revenue and Other Receipts (Quarterly)					
e.1	FAR No. 5	Q1 Report (on or before April 05, 2023)				▪ Date uploaded to PENRO website: April 04, 2023
e.2	FAR No. 5		Q2 Report (on or before July 05, 2023)			▪ Date uploaded to PENRO website: July 03, 2023
e.3	FAR No. 5			Q3 Report (on or before October 05, 2023)		▪ Date uploaded to PENRO website: October 02, 2023
e.4	FAR No. 5				Q4 Report (on or before January 05, 2024)	▪ Date uploaded to PENRO website:
F.	BED No. 1: Financial Plan (Annual)	Upon approved copy is provided by Regional Office				▪ Complied

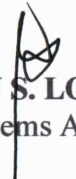
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III.	DBM APPROVED BUDGET AND TARGETS					
a.	Budget FY2023	Upon availability from DBM website				<ul style="list-style-type: none"> ▪ Date of availability at the DBM website: January 04, 2023 ▪ Date uploaded to PENRO website: January 04, 2023
b.	Targets/MFOs/GAA Targets FY2023	Upon availability from DBM website				<ul style="list-style-type: none"> ▪ Date of availability at the DBM website: January 04, 2023 ▪ Date uploaded to PENRO website: January 04, 2023
IV.	PROJECTS, PROGRAMS AND ACTIVITIES, BENEFICIARIES, AND STATUS OF IMPLEMENTATION (FY2023)					
a.	Enhanced National Greening Program					<ul style="list-style-type: none"> ▪ Complied
b.	Land Disposition					<ul style="list-style-type: none"> ▪ Complied
c.	Payapa at Masaganang Pamayanan (PAMANA)					<ul style="list-style-type: none"> ▪ Not applicable
V.	ANNUAL PROCUREMENT PLAN (APP)					
a.	FY 2023 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular 02-2020	On or before January 31, 2023				<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: January 28, 2023
b.	FY2023 Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE)	On or before January 31, 2023				<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: January 28, 2023
c.	Indicative Annual Procurement Plan for FY 2024 (APP-nonCSE) in the format prescribed by DBM memo circular			On or before September 30, 2023		<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: September 21, 2023
d.	Indicative FY 2024 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) as prescribed by DBM memo circular			On or before September 30, 2023		<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: September 21, 2023

10


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VI.	QMS CERTIFICATION BY ANY INTERNATIONAL ORGANIZATION APPROVED BY THE INTER-AGENCY TASK FORCE OR ISO 9001:2015 ALIGNED QMS DOCUMENTS					
a.	DENR Quality Policy					▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
b.	Quality Management Manual					▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
c.	Quality Management Manual Annexes					▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
d.	QMS ISO Registration Certificates					▪ Date uploaded to PENRO website: January 19, 2023
VII.	SYSTEM OF RANKING DELIVERY UNITS					
a.	Guidelines on the Grant the Performance-Based Bonus (PBB) for FY 2023	Upon approved copy is provided by Regional Office				▪ Date uploaded to PENRO website: September 29, 2023
VIII.	THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS AND FINANCIAL DISCLOSURES					
a.	DENR Review and Compliance Procedure for SALN				To be posted not later than October 01, 2022	▪ Date uploaded to PENRO website: January 11, 2021
IX.	FREEDOM OF INFORMATION MANUAL					
a.	Updated DENR Freedom of Information Manual					▪ Reposting only, if there is revision on the manual
b.	DENR Information Inventory	To be posted by January 30, 2023				▪ Date uploaded to PENRO website: January 09, 2023

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c.	FY 2022 DENR FOI Summary Report	To be posted by January 30, 2023				▪ Date uploaded to PENRO website: January 09, 2023
d.	FY 2022 DENR FOI Registry	To be posted by January 30, 2023				▪ Date uploaded to PENRO website: January 09, 2023
e.	Screenshot of DENR Website containing a visible and functional FOI logo linked to e-FOI portal (www.foi.gov.ph)	To be submitted through email: foipco@gmail.com on or before January 30, 2023				▪ Date uploaded to PENRO website: January 06, 2023
f.	Modified One-Page FOI Manual (c/o FOI Focal)	To be posted by January 30, 2023				▪ Date uploaded to PENRO website: January 09, 2023
g.	Updated AID-FOI Tool	To be posted by January 30, 2023				▪ DENR Central Office target
h.	FOI Client/Customer Satisfaction	To be posted by January 30, 2023				▪ DENR MIMAROPA Region target
i.	DENR FOI Certificate of Compliance (upon issuance of PCOO)					▪ Complied

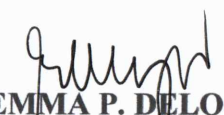
Monitored by:


MARK RYAN S. LOZADA
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Reviewed by:


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In-Charge, Planning Section

Noted by:


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Planning Officer III
In-Charge, Management Services Division