



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region

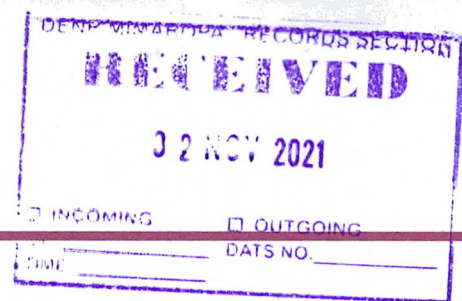
Document Routing Slip

**Document Number:** E-2021-74213                      **Date Encoded:** 03-Nov-2021  
**Sender:** LORELYN P. SAET  
**Address:** Boac, Marinduque  
**Subject:** MEMO DTD. OCT. 06, 2021 -RE: DENR TRANSPARENCY SEAL (TS) MONITORING SHEET FOR THE SECOND QUARTER, FY 2021 OF DENR-PENRO MARINDUQUE  
**Addressee:** Office of the Regional Executive Director  
**Attachment(s):** Memorandum; [7 Pages](#)  
**Urgent:** No; received by Records - Abe  
**Date Received:** 02-Nov-2021

ROUTING AND ACTION INFORMATION				
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
RECORDS	2021-11-02	PMD	2021-11-03	Date: 2021-11-03 Status: OUT From: rtpanti Message: Memorandum forwarded for your information and appropriate action
	NOV 03 2021	19	11-03-21	Pls review for our compliance to transparency seal submission/posting ✓



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



October 06, 2021

**MEMORANDUM**

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

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

**ATTENTION** : The Chief, Regional Planning and Management Division  
The Chief, Regional ICT Section

**FROM** : The Accountant III/In-Charge, Office of the PENRO

**SUBJECT** : **DENR TRANSPARENCY SEAL (TS) MONITORING  
SHEET FOR THE SECOND QUARTER, FY 2021 OF  
DENR-PENRO MARINDUQUE**

Respectfully submitting the DENR Transparency Seal (TS) Monitoring Sheet for the Third Quarter, FY 2021 of DENR-PENRO Marinduque.

For information and record.

*"For and in the absence of the OIC – PENR Officer"*

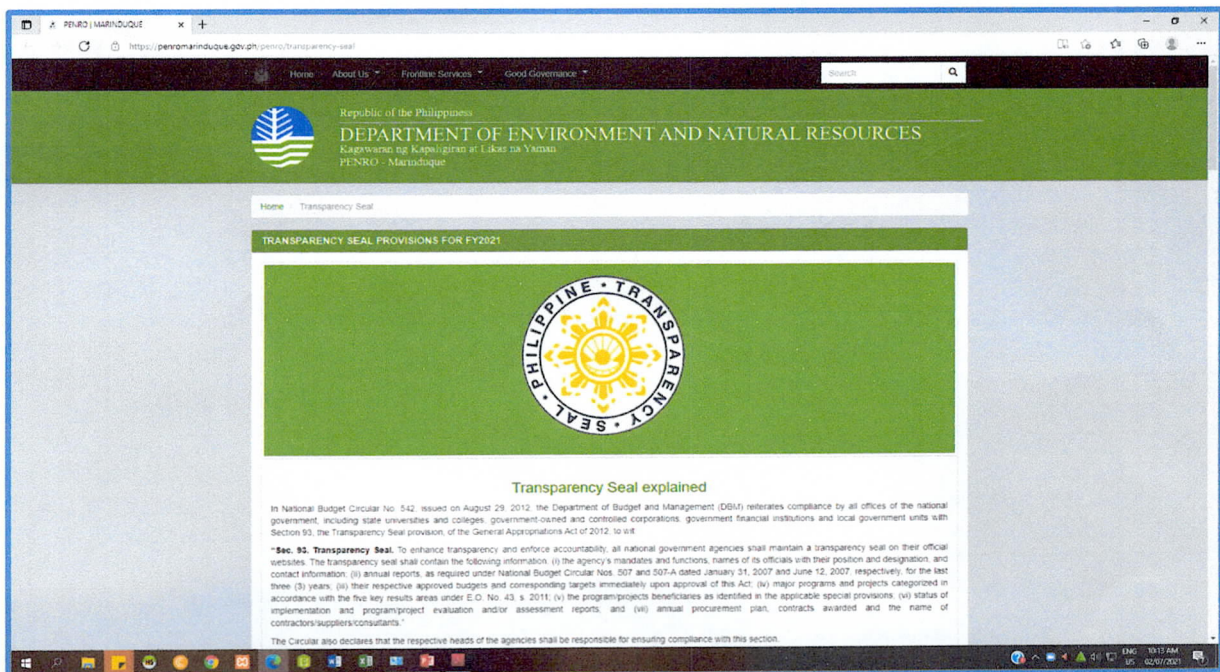
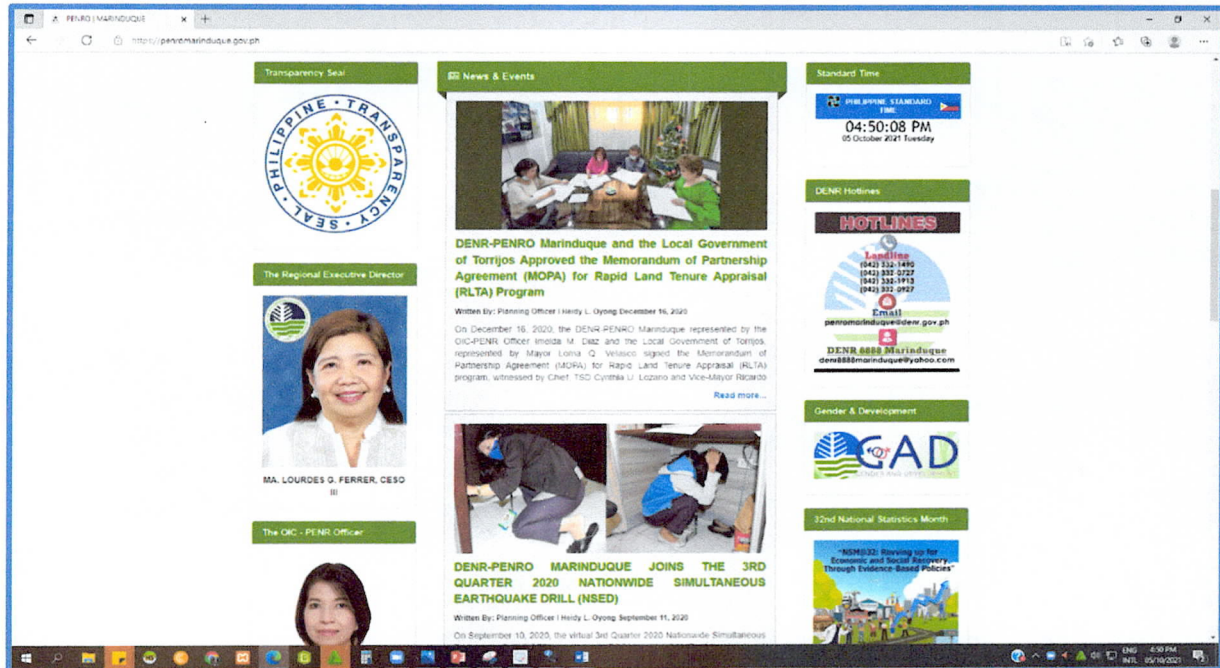
**LORELYN P. SAET**





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

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



Capitol Compound, Barangay Bangbangalon, Boac, Marinduque  
Telephone Nos.: (042) 332-1490/(042) 332-0727/(042) 332-0927/(042) 332-1913  
Website: <https://penromarinduque.gov.ph/>  
Email: [penromarinduque@denr.gov.ph](mailto:penromarinduque@denr.gov.ph)



# **DENR TRANSPARENCY SEAL (TS) MONITORING SHEET** **AS OF THE 3<sup>rd</sup> QUARTER, C.Y. 2021**

**Office :**      **DENR PENRO Marinduque**

Item No.	TS Requirement	FY 2021				Date Uploaded
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	
I. DENR Mandates and Functions, Names of Officials with their Positions and Designations, and Contact Information						
a.	DENR Mandates and Functions					<ul style="list-style-type: none"><li>Complied</li></ul>
b.	Directory of PENRO Marinduque Key Officials					<ul style="list-style-type: none"><li>Updated as of May 01, 2020</li></ul>
II. DENR Approved Budgets and Corresponding Targets (FY 2021)						
a.	DENR Approved Budget	Upon availability from DBM Website				<ul style="list-style-type: none"><li>Date of availability at the DBM website: <b>December 28, 2020</b></li><li>Date uploaded to PENRO website: <b>December 29, 2020</b></li></ul>
b.	Corresponding Targets	Upon availability from DBM Website				<ul style="list-style-type: none"><li>Date of availability at the DBM website: <b>December 28, 2020</b></li><li>Date uploaded to PENRO website: <b>December 29, 2020</b></li></ul>
III.	Modifications made pursuant to the general and special provisions in the FY2018 GAA (indicate if not applicable)					<ul style="list-style-type: none"><li>Not applicable</li></ul>
IV. Annual Procurement Plans (APP), Contracts Awarded and the Name of Contractors/Suppliers/Consultants						
1.	Indicative FY 2022 Annual Procurement Plan (APP-Non CSE) in the format prescribed by DBM Memo Circular (APP-CSE)			On or before September 30, 2021		<ul style="list-style-type: none"><li>Date uploaded to PENRO website: <b>August 26, 2021</b></li></ul>
2.	FY 2022 Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE) in the format prescribed by DBM Memo Circular (APP-CSE)			On or before August 31, 2021		<ul style="list-style-type: none"><li>Date uploaded to PENRO website: <b>August 25, 2021</b></li></ul>

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3.	<b>Indicative FY 2021 Annual Procurement Plan (APP-Non CSE)</b> in the format prescribed by DBM Memo Circular (APP-CSE)	On or before January 31, 2021			▪ Date uploaded to PENRO website: <b>January 27, 2021</b>
4.	<b>FY 2021 Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE)</b> in the format prescribed by DBM Memo Circular (APP-CSE)	On or before January 31, 2021			▪ Date uploaded to PENRO website: <b>January 27, 2021</b>

**V. Major DENR Programs, Projects and Activities, Beneficiaries and Status of Implementation**

1.	National Greening Program (FY 2020) Annual Narrative Report				Date uploaded to PENRO website: <b>January 04, 2021</b>
2.	Land Disposition (FY 2020) Annual Narrative Report				Date uploaded to PENRO website: <b>January 04, 2021</b>
3.	Payapa at Masaganang Pamayanan (PAMANA)				▪ Not applicable

**VI. Annual Financial Reports FY 2021**

**A. FAR No. 1 - Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAOBDDB)**

a.1	FAR No. 1 (Quarter 1)	Due on or before April 10, 2021			▪ Date uploaded to PENRO website: <b>April 05, 2021</b>
a.2	FAR No. 1 (Quarter 2)		Due on or before July 10, 2021		▪ Date uploaded to PENRO website: <b>July 02, 2021</b>
a.3	FAR No. 1 (Quarter 3)			Due on or before October 10, 2021	▪ Date uploaded to PENRO website: <b>October 06, 2021</b>

**B. BAR No. 1 - Quarterly Report of Operations**

b.1	BAR No. 1 (Quarter 1)	Due on or before March 31, 2021			▪ Date uploaded to PENRO website: <b>March 30, 2021</b>
b.2	BAR No. 1 (Quarter 2)		Due on or before June 30, 2021		▪ Date uploaded to PENRO website: <b>June 30, 2021</b>
b.3	BAR No. 1 (Quarter 3)			Due on or before September 30, 2021	▪ Date uploaded to PENRO website: <b>September 29, 2021</b>

**C. Physical Plan (BED No. 2)**

c.1	Physical Plan (FY2021)	Upon approved copy is provided by Regional Office			▪ Date uploaded to PENRO website: <b>March 19, 2021</b>
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Other Financial Accountability Reports

D. FAR No. 1A. Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE)

d.1	FAR No. 1A (Quarter 1)	Due on or before April 10, 2021				▪ Date uploaded to PENRO website: <b>April 05, 2021</b>
d.2	FAR No. 1A (Quarter 2)		Due on or before July 10, 2021			▪ Date uploaded to PENRO website: <b>July 02, 2021</b>
d.3	FAR No. 1A (Quarter 3)			Due on or before October 10, 2021		▪ Date uploaded to PENRO website: <b>October 06, 2021</b>

E. FAR No. 1B. List of Allotments and Sub-Allotments (LASA)

e.1	FAR No. 1B (Quarter 1)	Due on or before April 10, 2021				▪ Date uploaded to PENRO website: <b>April 05, 2021</b>
e.2	FAR No. 1B (Quarter 2)		Due on or before July 10, 2021			▪ Date uploaded to PENRO website: <b>July 02, 2021</b>
e.3	FAR No. 1B (Quarter 3)			Due on or before October 10, 2021		▪ Date uploaded to PENRO website: <b>October 04, 2021</b>

F. FAR No. 3 - Aging of Due and Demandable Obligations (ADDO)

f.1	FAR No. 3 (FY 2020)	Due on or before January 10, 2021				▪ Date uploaded to PENRO website: <b>January 12, 2021</b>
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G. FAR No. 4 - Summary Report on Disbursements

g.1	FAR No. 4 (Quarter 1)	Jan – 02/03/2021 Feb – 03/03/2021 March – 04/03/2021				▪ Date uploaded to PENRO website: <b>Quarter 1</b> January – 01/27/2021 February – 02/23/2021 March – 03/30/2021
g.2	FAR No. 4 (Quarter 2)		April – 05/03/2021 May – 06/03/2021 June – 07/03/2021			▪ Date uploaded to PENRO website: <b>Quarter 2</b> April – 04/28/2021 May – 06/01/2021 June – 07/01/2021

14



g.3	FAR No. 4 (Quarter 3)			July – 08/03/2021 August – 09/03/2021 Sept – 10/03/2021	▪ Date uploaded to PENRO website: <b>Quarter 3</b> July – 07/27/2021 August – 08/25/2021 September – 10/01/2021
<b>H. FAR No. 5 - Quarterly Report on Revenue and other Receipts</b>					
h.1	FAR No. 5 (Quarter 1)	Due on or before April 05, 2021			▪ Date uploaded to PENRO website: <b>April 05, 2021</b>
h.2	FAR No. 5 (Quarter 2)		Due on or before July 05, 2021		▪ Date uploaded to PENRO website: <b>July 01, 2021</b>
h.3	FAR No. 5 (Quarter 3)		Due on or before October 05, 2021		▪ Date uploaded to PENRO website: <b>October 01, 2021</b>
<b>I. Financial Plan (BED No. 1)</b>					
i.1	Financial Plan (FY 2021)	Upon approved copy is provided by Regional Office			▪ Complied
<b>VII. Annual Reports on the Status of Income Authorized by Law to be Deposited Outside the National Treasury, including the Legal Basis, Beginning Balance, Income Collected, and its sources, expenditures and ending balance (indicate if not applicable)</b>					
<b>A. BP 100-B. Statement of Other Receipts/Expenditures</b>					
a.1	DENR Off-Budget Account for FY 2021	Due on or before January 10, 2021			▪ Date uploaded to PENRO website: <b>January 12, 2021</b>
<b>B. FAR No 2. Statements of Approved Budget, Utilizations, Disbursements and Balances (SABUDB)</b>					
b.1	FAR No. 2				▪ Not applicable
<b>C. FAR No. 2A. Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (SABUDBOE)</b>					
c.1	FAR No. 2A				▪ Not applicable

10



VIII. Quality Management Manual Aligned to ISO 9001:2015						
a.	DENR Quality Policy and Manual					<ul style="list-style-type: none"> <li>Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: <b>January 16, 2017</b></li> </ul>
b.	Quality Management Manual					<ul style="list-style-type: none"> <li>Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: <b>January 16, 2017</b></li> </ul>
c.	Quality Management Manual Annexes					<ul style="list-style-type: none"> <li>Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: <b>January 16, 2017</b></li> </ul>
d.	Certification on the conduct of Internal Quality Audit					<ul style="list-style-type: none"> <li>Date uploaded to PENRO website as per TS Advisory No. 3 dated September 18, 2018 and received by the Office on September 24, 2018: <b>September 24, 2018</b></li> </ul>
IX. System of Ranking Delivery Units						
a.	Guidelines on Ranking Delivery Units as basis for Granting the Performance-Based Bonus (PBB) for FY2018 (DENR Memorandum Circular No. 2018-13)				To be posted on or before October 1, 2018	<ul style="list-style-type: none"> <li>Date uploaded to PENRO website as per TS Advisory No. 4 dated September 29, 2018: <b>September 29, 2018</b></li> </ul>
X. The Agency Review and Compliance Procedure of Statements and Financial Disclosure (to be uploaded not later than October 1, 2018)						
a.	DENR Review and Compliance Procedure for SALN					<ul style="list-style-type: none"> <li>Complied</li> </ul>
XI. Freedom of Information Manual (per FOI Memorandum Circular No. 02 s., 2018)						
a.	DENR Freedom of Information Manual (DAO-2016-29)			To be posted on September 30, 2018		<ul style="list-style-type: none"> <li>Date uploaded to PENRO website as per TS Advisory No. 2 dated August 8, 2017: <b>August 08, 2017</b></li> </ul>

6



b. DENR Information Inventory		To be posted on September 30, 2018	<ul style="list-style-type: none"> <li>Date uploaded to PENRO website as per TS Advisory No. 3 dated September 18, 2018: <b>September 07, 2018</b></li> </ul>
c. FY 2020 DENR FOI Summary Report	To be posted on January 31, 2021		<ul style="list-style-type: none"> <li>Date uploaded to PENRO website: <b>January 09, 2021</b></li> </ul>
d. FY 2020 DENR FOI Registry	To be posted on January 31, 2021		<ul style="list-style-type: none"> <li>Date uploaded to PENRO website: <b>January 09, 2021</b></li> </ul>
e. Screenshot of DENR Website containing a visible and functional FOI logo linked to e-FOI portal ( <a href="http://www.foi.gov.ph">www.foi.gov.ph</a> )			<ul style="list-style-type: none"> <li>Complied. With report submitted to Regional Office on: <b>January 15, 2021</b></li> </ul>
f. DENR FOI Certificate of Compliance (MC 2017-1, Sec. 5)			<ul style="list-style-type: none"> <li>Date uploaded to PENRO website as per TS Advisory No. 5 dated December 11, 2017: <b>December 13, 2017</b></li> </ul>

Monitored by:

  
**MARK RYAN S. LOZADA**  
Information Systems Analyst II

Reviewed by:

  
**JHONNA LIZA S. MEDENILLA**  
Planning Officer II  
In-Charge, Planning Section

Noted by:

  
**LORELYN P. SAET**  
Accountant III  
In-Charge, Office of the Management Services Division

