



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
Provincial Environment and Natural Resources Office

November 20, 2023

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

THRU : The Assistant Regional Director
Management Services

FROM : The OIC, PENRO
Calapan City

SUBJECT : SUBMISSION OF INDIVIDUAL LEARNING REPORT ON
THE TRAINING ON ENVIRONMENT AND NATURAL
RESOURCES (ENR) 8TH BATCH FRONTLINE COURSE

Respectfully forwarded are the Individual Learning Report submitted by the attendees of this Office on the Environment and Natural Resources (ENR) Frontline Course 8th Batch held on October 23-27, 2023 via zoom.

1. Ma. Christine Gardoce
2. Elegio C. Hio
3. Nesiree A. Salazar
4. Mary Niña P. Mendoza

For reference.


ALAN L. VALLE



Tracking nos.
fn:msd/admin/hr/property/gem



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

November 10, 2023

MEMORANDUM

FOR : The OIC, PENRO
Calapan City, Oriental Mindoro

THRU : The HRD Unit

FROM : Administrative Aide VI

SUBJECT : **SUBMISSION OF INDIVIDUAL LEARNING REPORT FOR
THE TRAINING ATTENDED LAST OCTOBER 23-27, 2023**

This refers to the attendance on the "Training on Environment and Natural Resources (ENR) Frontline Course" via zoom. Relevant to this, I respectfully am submitting my Individual Learning Report for the said training.

For consideration.


CHRISTINE R. UNTALAN

INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

Name of Participant:	CHRISTINE R. UNTALAN
Office/Service:	DENR-PENRO Oriental Mindoro, MSD, Administrative Section
Training Title:	8 th Batch of the Environment and Natural Resources (ENR) Frontline Course
Learning Providers:	<p>DAY 1 Mr. Nazar Norman S. Cortuna Chief, Accounting Section, MIMAROPA Region</p> <p>DAY 2 Ms. Amor D. Asi Chief, Conservation Development Section</p> <p>Engr. Buena Fe A. Rioflorido Chief, EMB MIMAROPA Region</p> <p>DAY 3 Atty. Joseph D. Delos Santos Atty IV, MIMAROPA Region</p> <p>Atty. Lenel Rabeje MIMAROPA Region</p> <p>Rodel M. Boyles CENRO Officer, CENRO Socorro, Oriental Mindoro</p> <p>DAY 4 Mr. Marlon Mariñas NAMRIA Representative</p> <p>Ms. Donnabel Hintural ERDB Representative</p> <p>Mr. Renzel R. Llandonet MGB Representative</p> <p>Ms. Edna Tarrosa Chief, HRDS – DENR MIMAROPA Region</p> <p>DAY 5 Mr. Jimmy Villareal Land Management Officer III, PENRO Palawan</p> <p>Ms. Edna Tarrosa Chief, HRDS – DENR MIMAROPA Region</p>
Inclusive Dates:	October 23-27, 2023
Venue:	Zoom Platform

I. EVALUATION OF THE COURSE:

- **Technical Content:**

The primary objective of the orientation is to introduce and strengthen the knowledge of all personnel employed in DENR MIMAROPA offices about the whereabouts and the different services offered by DENR to its employees. It aims to make the participants become an effective government employee.

The orientation was participated by forty seven (47) employees from DENR MIMAROPA offices and with the resource speakers and facilitators. This is a 5-day training course.

1. **TRAINING OF TRAINERS FOR FINANCIAL EDUCATION :**
Mr. Nazar Norman S. Cortuna

- Financial Education and financial literacy
- Financial Planning
- Budgeting
- Saving and Investing

2. **FOREST RESOURCES MANAGEMENT SERVICES: Ms. Amor D. Asi**

- Status of Philippine Forest and Wildlife
- FMB Mandates & Milestones
- Priority Programs in forestry
- Issuance of Land Tenure Instruments
- Tree Cutting Permit Issuance

3. **FRAMEWORK OF ENVIRONMENTAL REGULATIONS AND EMB MANDATES, PLANS AND PROGRAMS : Engr. Buena Fe A. Rioflorido**

- Brief History of the Organization
- DENR Organizational Structure
- PD 1586 : The Philippine Environmental Impact Statement System
- EMB Mandate
- Frontline Services
- Climate Change Act of 2009 (RA 9729)
- Role of PEMU in the implementation of RA 6969
- Role of City ENRO/ MENRO in PD 1586

4. **CODE OF CONDUCT AND ETHICAL STANDARDS : Atty. Joseph D. Delos Santos**

- Public Accountability
- Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. No. 6713)
- 2017 Rules on Administrative Cases in the Civil Service

5. EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018 : Atty. Lenel Rabeje

- RA 11032
- RED TAPE
- Ease of Doing Business
- Citizen's Charter

6. BIODIVERSITY CONSERVATION AND MANAGEMENT SERVICES : Rodel M. Boyles

- Overview on Philippine Biodiversity
- Core Programs of BMB
- Multilateral Environmental Agreements
- The Philippine Biodiversity Strategy and Action Plan (PBSAP)

7. INTRODUCTION TO NAMRIA : Mr. Marlon Mariñas

- Overview of National Mapping and Resource Information Authority
- NAMRIA's Mission, Vision and Core functions
- Topographic Mapping and Geodetic Reference Frame Development and Management
- Branches of Namria
- Geospatial Information Management
- Facilities of NAMRIA

8. IMPORTANCE OF RESEARCH DEVELOPMENT AND EXTENSION IN FRONTLINE SERVICES : Ms. Donnabel Hintural

- The 1987 Philippine Constitution
- EO 192 (Reorganization Act of the Department of Environment and Natural Resources)
- ERDB Vision, Mission and Mandates
- Research Centers
- RDE Programs
- Importance of ENR RDE in ENR Management

9. MINING RESOURCES MANAGEMENT SERVICES : Mr. Renzel R. Llandonet

- Mines and Geosciences Bureau
- Mining
- Benefits of Mining
- How the Government Regulate Mining

10. ORIENTATION ON ISO 9001-2015 QUALITY MANAGEMENT SYSTEM : Ms. Edna Tarrosa

- Quality Management System
- ISO 9001-2015 QMS Concepts and Methodology

11. LAND ADMINISTRATION SERVICES : Mr. Jimmy Villareal

- Land Management and Administration
- Land Management Laws
- System of Land Titling
- Agricultural Free Patent (RA 11573)
- Homestead
- Sales Patent
- Residential Free Patent (RA 10023)
- Foreshore

12. CLIENT SERVICES EXCELLENCE 101: Ms. Edna Tarrosa

- 10 Commandments of Great Client Service
- Essential Client Service Skills

• Impression/Comments:

As an employee in DENR, it is important to know the basic information about the organization to better understand the flow of work and help achieve its goals.

I would like to thank all the persons involve in conducting this orientation because it enlightens us, gives hints and advices on what possible events to encounter in the near future. It aims for the betterment of not just the organization but for the employee welfare itself.

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

All employees should know the department's mandate, mission, vision, core values and basic information about all services offered in this department so that we can be of help to the organization in achieving its goals.

III. RECOMMENDATIONS:

I want to recommend a face-to-face set-up, so that all the participants could fully focus on the learning. On what I saw, some of us are multitasking. Most of us are still working while the zoom orientation is still on going.

I also recommend giving us all the learning materials used in the orientation so we can proof read the topics that we missed while working.

IV. POST LEARNING ACTION PLAN/PROPOSAL:

Proposed Plan/Activity/Output	Time Frame
Re-echo and share the learning to other co-employees.	Whenever possible

Part 2 (To be prepared by the Supervisor)

How will you support the post Learning Action/Proposal?

the employee should be provided ample opportunities at the workplace to practice the skills and learned ideas during the training. I will encourage and motivate the employee to share the knowledge she gained through social learnings.

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.

Cash Handling Seminar

Submitted by:


CHRISTINE R. UNTALAN
Attendee

November 10, 2023
Date

Noted/Confirmed by:


REALYN D. MARQUEZ
Supervisor



November 10, 2023

MEMORANDUM

FOR : The OIC, PENRO
Calapan City, Oriental Mindoro

THRU : The HRD Unit

FROM : Forest Ranger

SUBJECT : **SUBMISSION OF INDIVIDUAL LEARNING REPORT FOR
THE TRAINING ATTENDED LAST OCTOBER 23-27, 2023**

This refers to the attendance on the “Training on Environment and Natural Resources (ENR) Frontline Course” via zoom. Relevant to this, I respectfully am submitting my Individual Learning Report for the said training.

For consideration.


MA. CHRISTINE D. GARDOCE

INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

Name of Participant:	MA. CHRISTINE D. GARDOCE
Office/Service:	DENR-PENRO Oriental Mindoro, MSD, Administrative Section
Training Title:	Environment and Natural Resources Frontline Course (Batch 8)
Learning Providers:	DAY 1 – Nazar Norman S. Cortuna - Chief, Accounting Section, MIMAROPA Region DAY 2 – Amor D. Asi – Chief, Conservation Development Section PENRO Oriental Mindoro Engr. Buena Fe A. Rioflorido – Chief, EMS EMB MIMAROPA Region DAY 3 – Atty. Joseph D. Delos Santos – Atty. IV Atty. Lenel Rabeje MIMAROPA Region Rodel M. Boyles – CENR Officer CENRO Socorro, Oriental Mindoro DAY 4 – Marlon Mariñas – NAMRIA Representative Donnabel Hintural – ERDB Representative Renzel R. Llandonet - MGB Representative Edna Tarrosa – Chief, HRDS DENR MIMAROPA Region DAY 5 – Jimmy Villareal – Land Mgt. Officer III PENRO Palawan Edna Tarrosa – Chief, HRDS DENR MIMAROPA Region
Inclusive Dates:	October 23-27, 2023
Venue:	Zoom Platform

I. EVALUATION OF THE COURSE:

The primary objective of the ENR Frontline Course is to strengthen the knowledge of all participants on the different frontline services of the DENR and how to deal with clients. It also aims to make the participants become an effective government employee.

Technical Content :

Day 1

a. Financial Literacy (Financial Planning, Saving and Budgeting)

- ✓ Importance of Fin-Ed (Financial Education)
- ✓ Tips for Successful Saving

INDIVIDUAL LEARNING REPORT

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a. Financial Literacy (Financial Planning, Saving and Budgeting)

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- ✓ Tips for Successful Saving

Day 2

a. Forest Management Services

- ✓ Status of Philippine Forests and Watersheds
- ✓ FMB Mandates & Milestones
- ✓ Priority Programs in Forestry
- ✓ Issuance of Land Tenure Instrument
- ✓ Tree Cutting Permit Issuance

b. Framework of Environmental Regulations and EMB Mandates, Plans and Programs

- ✓ Organizational Functions
- ✓ DENR Organizational Structure
- ✓ DENR Secretary Management Direction
- ✓ PD No. 984, August 16, 1976
- ✓ DENR 10 Priority Programs
- ✓ EMB Mission, Visions and Mandates
- ✓ Major Policy Thrust for the Environment Sector
- ✓ Frontline Services
- ✓ Clean Water Act
- ✓ Climate Change Act 2009
- ✓ Role of PEMU in the implementation of R.A No.6969
- ✓ Role of City/MENRO

Day 3

a. Code of Conduct & Ethical Standards for Public Officials and Employees

- Public Accountability
- ✓ Accountability of Public Officers
- ✓ System of Accountability

b. Republic Act No. 6713: "Code of Conduct and Ethical Standards for Public Officials and Employees

- ✓ Legal Bases
- ✓ Norms of Conduct
- ✓ Duties and Other Obligations
- ✓ Prohibited Acts and Transactions
- ✓ Common Offenses
- ✓ Jurisdiction of Disciplinary Authority

c. 2017 Rules on Administrative Cases in the Civil Service (RACCS) – CSC Resolution No. 1701077

- ✓ Disciplinary and Non-disciplinary Cases
- ✓ Classification of Administrative Cases

d. Republic Act No. 11032: "Ease of Doing Business and Efficient Delivery of Government Services" and Republic Act 9485: "Anti-Red Tape Act of 2007

- ✓ Implementing Rules and Regulations of RA 11032
- ✓ Purpose of RA 11032
- ✓ Anti-Red Tape Authority and its powers and functions

Day 4

a. Introduction to NAMRIA

- ✓ Core Functions
- ✓ Topographic Mapping and Geodetic Reference Frame Development and Management
- ✓ Hydrography, Oceanography, Charting and Marine Boundaries Mapping
- ✓ Resource Assessment and Mapping
- ✓ Geospatial Information Management
- ✓ Branches of NAMRIA

Day 2

a. Forest Management Services

- ✓ Status of Philippine Forests and Watersheds
- ✓ FMB Mandates & Milestones
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b. Framework of Environmental Regulations and EMB Mandates, Plans and Programs

- ✓ Organizational Functions
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- ✓ Anti-Red Tape Authority and its powers and functions

Day 4

a. Introduction to NAMRIA

- ✓ Core Functions
- ✓ Topographic Mapping and Geodetic Reference Frame Development and Management
- ✓ Hydrography, Oceanography, Charting and Marine Boundaries Mapping
- ✓ Resource Assessment and Mapping
- ✓ Geospatial Information Management
- ✓ Branches of NAMRIA

- b. Mining Resources Management Services
 - ✓ Mines and Geosciences Bureau's Mandate
 - ✓ Introduction to Mining (Mining 101)
 - ✓ Republic Act No. 7942: Mining Act of 1995
- c. Importance of Research Development and Extension in Frontline Services
 - ✓ Ecosystems Research Development Bureau's Functions, Mission, Vision and Mandate
 - ✓ ERDB's Organizational Structure and Functions of Units
 - ✓ Research and Development
 - ✓ 2017-2022 ENR-RDE Framework
 - ✓ ENR-RDE Cycle
- d. Orientation on ISO 9001: 2015 Quality Management System
 - ✓ General Objective on ISO 9001: 2015 Quality Management System
 - ✓ Introduction on Quality Management System
 - ✓ 7 Quality Mgt. Principles
 - ✓ PDCA
 - ✓ Process Approval
 - ✓ Risk Based Thinking

Day 5

- a. Land Management Services
 - ✓ Land Management Bureau's Mandate
 - ✓ Constitutional Provisions on Natural Resources
 - ✓ Concept of Land Ownership
 - ✓ The Public Land Laws, CARP Law and IPRA Law
 - ✓ Modes of Land Disposition
- b. Client Service Excellence 101
 - ✓ 10 Commandments of Service Excellence
 - ✓ Essential Client Service Skills
 - ✓ Client Service Tips
- c. DENR CORE Values
 - ✓ Discipline
 - ✓ Excellence
 - ✓ Nobility
 - ✓ Responsibility

• Impression/Comments:

Thank you for the opportunity and learnings. Everyone knew their subject matter well and well prepared. Some were direct to the point while some were experienced based. Everyone presented their topics differently.

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

It will be very helpful for me, since we have a scheduled Officer of the Day I will be able to answer Clients' questions and queries more accurately. My improvement is also beneficial to the Office.

III. RECOMMENDATIONS:

I want to recommend a face-to-face set-up. I recommend giving us all the learning materials used in the webinar to help us accomplish the proposed activities cited below.

- b. Mining Resources Management Services
 - ✓ Mines and Geosciences Bureau's Mandate
 - ✓ Introduction to Mining (Mining 101)
 - ✓ Republic Act No. 7942: Mining Act of 1995
- c. Importance of Research Development and Extension in Frontline Services
 - ✓ Ecosystems Research Development Bureau's Functions, Mission, Vision and Mandate
 - ✓ ERDB's Organizational Structure and Functions of Units
 - ✓ Research and Development
 - ✓ 2017-2022 ENR-RDE Framework
 - ✓ ENR-RDE Cycle
- d. Orientation on ISO 9001: 2015 Quality Management System
 - ✓ General Objective on ISO 9001: 2015 Quality Management System
 - ✓ Introduction on Quality Management System
 - ✓ 7 Quality Mgt. Principles
 - ✓ PDCA
 - ✓ Process Approval
 - ✓ Risk Based Thinking

Day 5

- a. Land Management Services
 - ✓ Land Management Bureau's Mandate
 - ✓ Constitutional Provisions on Natural Resources
 - ✓ Concept of Land Ownership
 - ✓ The Public Land Laws, CARP Law and IPRA Law
 - ✓ Modes of Land Disposition
- b. Client Service Excellence 101
 - ✓ 10 Commandments of Service Excellence
 - ✓ Essential Client Service Skills
 - ✓ Client Service Tips
- c. DENR CORE Values
 - ✓ Discipline
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Thank you for the opportunity and learnings. Everyone knew their subject matter well and well prepared. Some were direct to the point while some were experienced based. Everyone presented their topics differently.

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III. RECOMMENDATIONS:

I want to recommend a face-to-face set-up. I recommend giving us all the learning materials used in the webinar to help us accomplish the proposed activities cited below.

IV. POST LEARNING ACTION PLAN/PROPOSAL:	
Proposed Plan/Activity/Output	Time Frame
Peer-to-peer mentoring	Starting from the 1 st week after the training up to the last month of the year.
Re-echoing	Starting from the 1 st week after the training up to the last month of the year.

Part 2 (To be prepared by the Supervisor)

How will you support the post Learning Action/Proposal?

The management will allow her to conduct the proposed action plan and to use office resources in order to transfer the knowledge she acquired effectively.

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 the management will allocate certain funds needed for the implementation of the proposed action plan / proposal.


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

Yes ☒ No ☐ Others ☐

If yes, please specify courses.

Leave adm. leave for effectiveness (LAW) & OPS training.


Submitted by:


MA. CHRISTINE D. GARDOCE
 Attendee

November 10, 2023

Date

Noted/Confirmed by:


MARICEL V. SUPLEO
 Supervisor

IV. POST LEARNING ACTION PLAN/PROPOSAL:	
Proposed Plan/Activity/Output	Time Frame
Peer-to-peer mentoring	Starting from the 1 st week after the training up to the last month of the year.
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Part 2 (To be prepared by the Supervisor)

How will you support the post Learning Action/Proposal?

The management will allow her to conduct the proposed action plan and to use office resources in order to transfer the knowledge she gained effectively.

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, the mgt. will allocate certain funds needed for the implementation of the proposed action plan/proposal.

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

Yes ☒ No ☐ Others ☐

If yes, please specify courses.


Law Administration Course for Effectiveness & DPK Training

Submitted by:


MA. CHRISTINE D. GARDOCE
 Attendee

November 10, 2023
 Date

Noted/Confirmed by:


MARICEL V. SUPLEO
 Supervisor



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

November 10, 2023

MEMORANDUM

FOR : The OIC, PENRO
Calapan City, Oriental Mindoro

THRU : The HRD Unit

FROM : Administrative Assistant II (Bookkeeper)

SUBJECT : **SUBMISSION OF INDIVIDUAL LEARNING REPORT FOR
THE TRAINING ATTENDED LAST OCTOBER 23-27, 2023**

This refers to the attendance on the "Training on Environment and Natural Resources (ENR) Frontline Course" via zoom. Relevant to this, I respectfully am submitting my Individual Learning Report for the said training.

For consideration.


NESIRCE A. SALAZAR

INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

Name of Participant:	NESIREE A. SALAZAR
Office/Service:	DENR-PENRO Oriental Mindoro, MSD, Administrative Section
Training Title:	ENR FRONTLINE COURSE
Learning Providers:	DAY 1 Mr. Nazar Norman S. Cortuna, CPA DAY 2 Ms. Amor D. Asi Engr. Buena Fe Aquino-Rioflorido DAY 3 Atty. Joseph D. Delos Santos Atty. Lenel Reabeje Mr. Rodel M. Boyles DAY 4 Mr. Marlon A. Marinas Ms. Donnabel Hintural Engr. Renzil R. Lladonet DAY 5 Mr. Jimmy Villareal Ms. Edna A. Tarrosa
Inclusive Dates:	October 23-27, 2023
Venue:	Via Zoom Platform

I. EVALUATION OF THE COURSE:

- **Technical Content:**

The primary objective of the Frontline course is in support to the implementation of the Environment and Natural Resources Academy (ENRA) Programs that aims to strengthen the Provincial and Community Environment and Natural Resources Offices (P/CENROs). It aims to make the participants to become an effective, efficient and responsible government employee.

The orientation was participated by forty-seven (47) DENR employees from DENR MIMAROPA offices and with the resource speakers and facilitators. This is a 5-day training course.

- **Learning Activities/Highlights:**

1. **FINANCIAL LITERACY (FINANCIAL PLANNING, SAVING AND BUDGETING):**

Mr. Nazar Norman S. Cortuna, CPA

- **Financial Education** – process of instruction to increase financial literacy and capability
- **Financial Literacy** – level of knowledge about financial concepts and principles
- **Financial Capability** – application of financial literacy in financial decision making
- **Importance of Fin-Ed**
 - Better-informed
 - Better decision-making public

- Better savings, assets and use of credit
- Better economic and financial well-being
- **Financial Planning** – comprehensive evaluation of an individual's current and future financial state to predict and manage future cash flows, expenditures, and asset values
- **Budget**- a process of an estimation of revenue and expenses over a specified future period of time
- Steps to achieving Financial Freedom
- **Correct Saving Formula** (Income – Savings = Expenses)
- **Tips for SMART spending**
 - Buy discounted items
 - Shop with coupons
 - Enjoy low-cost entertainment
 - Buy used.
 - Carpool
 - Avoid spending out of impulse

2. FOREST RESOURCES MANAGEMENT SERVICES: Ms. Amor D. Asi

- **Status of Philippine Forests and Watersheds**
- **Land Classification**
 - **Forest** – land spanning more than 0.5-hectare, tree canopy cover of more than 10% with trees able to reach a minimum height of 5 meters at maturity
 - **Forestland**- one of 4 legal land classification, these are areas with slope of 18% and above (with & w/o forest)
- **Land cover** – the observed physical and biological cover of the earth's land as vegetation or man-made features.
- **Land use** – the manner of utilizing the land including its allocation, development and management
- **Forest Cover Classifications**
 - **Closed Forest** – trees in various storey and undergrowth cover a high proportion of the ground
 - **Open Forest** – discontinuous tree layer with coverage of at least 10% and less than 40%
 - **Mangrove Forest**- forested wetland growing along tidal mudflats and along shallow water coastal areas extending inland
- **Watershed** – an area of land that sheds water into a specific water body
 - **River Basin** – usually refers to a big watershed with 2 or more river tributaries
 - **Drainage Area** – a land area drained by a stream or fixed body of water
 - **Catchment**
- **FMB Mandates and Milestones**
 - **FMB Mandates** – provides technical guidance to the central and field offices for the effective protection, development, and conservation of forestlands and watersheds
- **Policy Guidance to Field Offices**
 - Issuances of EO 26 (NGP), EO 23 and DENR Administrative Orders (DAO)
 - Implementing Rules and Regulations/Memorandum circulars providing for the smooth implementation of NGP and other forestry related concerns.
 - Standard and draft Executive Order of Forests Certifications
 - Issuance of EO 193 – Expanding the coverage of NGP and revised Implementing Rules and Regulations
- **Formulation of Plans and Standards**
 - Updated and Climate resilient Philippine Master Plan for Forestry Development (2015-2018)
 - Preparation of Forest Land Use Plan (FLUP) – a plan for allocating forests and

forestlands

- **Potential investment in Forestry** – serves as guide and outline strategies for increasing investments in forestry to improve productivity of forest and forest-based products to be competitive in the local and global market
- **Forestry Investment Portfolio Approach (FIPA)** – a strategy in the development of investment portfolio packages/plans on potential forestry business in order to facilitate and encourage development capital in forestry in the form of investment from the private sector
 - **National Greening Program** – massive forest rehabilitation program of the government
 - **Forest Protection program** – protect the country's forests from further destruction and degradation by choosing varied menu of strategies and menu of activities as options for wherever and whenever are applicable to the
- **Priority Programs in Forestry**
 - National Greening Program
 - Forest Protection program
- **Samples of Land Tenure Instrument**
 - Integrated Forest Management Agreement (IFMA)
 - Socialized Industrial Forest Management Agreement (SIFMA)
 - Forestland Grazing Management Agreement (FLGMA)
 - Community -Based Forest Management Agreement (CBFMA)
 - Special Land Use Permit (SLUP)
 - Forest Land-Use Agreement (FLAg)
 - Forest Land-Use Agreement for Tourism (FlagT) purposes
 - Tree Farm Lease Agreement (TFLA)
 - Gratuitous Special Use Permit (GSUP)
- **Tree cutting Permit Issuance** – Legal Basis – Presidential Decree (PD) No. 705

3. ENVIRONMENTAL MANAGEMENT SERVICES: Engr. Buena Fe Aquino-Rioflorido

- **Framework of Environmental Regulations**
- **EMB Mandates** – primary government agency under DENR to formulate, integrate, coordinate, supervise and implement all policies, programs, projects and activities relative to the prevention and control of pollution as well as management and enhancement of environment
- **PD 1586: The Philippine Environmental Impact Statement System** – established to facilitate the attainment and maintenance of a rational and orderly balance between socio-economic growth and environmental protection.
- **RA 6969 or Toxic Substances, Hazardous and Nuclear Waste Control Act** – deals with the importation, exportation, use, manufacture, distribution, processing, storage, possession, and sale of chemicals considered toxic substances and hazardous waste
- **RA 9275 Clean Water Act** – covers abatement and management of air pollution from stationary and mobile sources
- **RA 9729 Climate Change Act of 2009** – mainstreaming climate Change in the EMB program
- **Provincial Environmental Management Unit (PEMU)**
 - Prepare and implement local solid waste management plans along with others stakeholders in the locality
 - Ensure proper waste management through segregation at source, composting and recycling

4. CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES: Atty. Joseph D. Delos Santos

- **Provisions on Public Accountability**
 - 1987 Constitution – CSC and other Rules and Regulations, Laws Administrative Code, Jurisprudence SC decisions
 - Public office is a public trust. Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency and lead modest lives
 - Anti-graft court - Sandiganbayan
 - Anti-graft body – Office of the Ombudsman
 - Accountability of Public Officers- right of State to recover unlawfully acquired properties by public officers, duty of public officer to submit SALN
- **Three-Fold Liability**
 - Criminal Liability** – Imprisonment-deprivation of freedom and rights to hold office/employment, vote and be voted, monetary benefits, civil interdiction
 - **Civil Liability** – Damages- sum of money which the law awards or imposes as pecuniary estimation, recompense or satisfaction, for an injury done or a wrong sustained, as a consequence of breach of duty or violation of right
 - Administrative Liability** – Dismissal from the Service, Suspension, Demotion, Reprimand and Fine
- **Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)**
 - Law** – sets of minimum behavior, actions that do not conform to results in imposition of penalties
 - Ethics** – elevates behavior above mere law obedience, involves doing the right things, focuses on values as adding solution through helping attitude
- **Norms of Conduct**
 - Commitment to public interest
 - Professionalism
 - Justness and sincerity
 - Political neutrality
 - Responsiveness to the public
 - Nationalism and patriotism
 - Commitment to democracy
 - Simple living
- **Prohibited Acts and Transactions**
 - Financial and material interest
 - Disclosure or misuse of confidential information
 - Solicitation of acceptance of gifts

5. **RA 11032, EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018: Atty. Lenel Reabeje**

- **Ease of Doing Business RA 11032**
- **Anti-Red Tape Authority** – assist complainants in filing necessary cases with the CSC, OMB and other appropriate courts as the case may be, review proposed major regulations of government agencies, using submitted regulatory impact assessments, subject to proportionally rules to be determined by the authority
- **Citizen's Charter** – specific transactions, processes, services or activities that activities that agencies fail to include and classify shall be interpreted by the ARTA as simple transactions without prejudice on the part of agency to ask for reconsideration
- **Acceptance Government Services**
 - Acceptance of written application or request
 - Action of Offices/officers
 - Denial of applications or requests
 - Limitation of Signatories
 - Development of Electronic versions of Documents

- Adoption of working schedules
- Provision of Identification Cards
- Establishment of Public Assistance and complaints Desk
- **Zero Contact Policy** – electronic submission of applications, requests and payments is preferred where available. The government officer shall communicate with the application or requesting party thru email, electronic means of communication or websites of government agencies.

6. **BIODIVERSITY MANAGEMENT SERVICES: Mr. Rodel M. Boyles**

- **Biodiversity** – Variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part
- **Ecosystem Services**
 - Provisioning Services** – Food, fresh water, fuel wood, fiber, Biochemicals and genetic resources
 - Regulating Services** -Climate regulation, Disease Regulation, Water Regulation, Water Purification and Pollination
 - Cultural Services** – Spiritual and religious, Recreation, Ecotourism, Aesthetic, Inspirational, Educational, Sense of Place and Cultural heritage
- **3 Major Programs of Programs**
 - Protected Area Development and Management -
 - Protection and Conservation of Wildlife
 - Management of Coastal and Marine Resources /Areas
- **Five Major Drivers of Biodiversity Loss**
 - Invasive Alien Species
 - Habitat Loss
 - Pollution
 - Climate Change
 - Overexploitation

7. **NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY: Mr. Marlon A. Marinas**

- **NAMRIA** – was created under Executive Order No. 192 issued by President Corazon C. Aquino
 - mission is to provide quality topographic maps, nautical charts, and other geospatial products and services in a timely and coordinated manner.
 - envisions itself to be a center of excellence, building a geospatially-empowered Philippines where government, businesses and individuals make full use of geospatial information making important decisions and conducting their daily activities
 - produces topographic and derivative maps on various scales, in paper or digital forms.
 - conducts hydrographic and physical oceanographic surveys and produces nautical charts like berthing, harbor, approach, coastal, general, sailing and overview charts covering the country's maritime jurisdictions
- **Core Functions of NAMRIA**
 - Geodetic Reference System Development
 - Environment and Natural Resource Mapping
 - Topographic Mapping
 - Maritime Zones and Boundaries Mapping
 - Hydrography, Physical Oceanography and Nautical Charting
 - Geospatial Information Management and Services
- **Branches of NAMRIA**
 - Mapping and Geodesy Branch** – produces, maintains and updates base maps that will serve as basic inputs in various development activities of the government, the

academic and scientific community and the private sector

-Hydrography Branch – acquire and analyze hydrographic and oceanographic data used for promoting navigational safety and oceanographic research

-Resource Data Analysis Branch – conduct land cover assessment/evaluation and land classification by providing remote sensing services and vital data on the environment, land cover, forestry, agriculture, water resources and coastal zone, among others and conduct researches on remote sensing and GIS applications

-Geospatial Information System Management Branch – sharing, transfer, exchange, packaging, and dissemination of environment and natural resources data, develops and maintains information systems and ENR databases for use not only within NAMRIA but also by outside clients and serves as the marketing arm of NAMRIA for all its products and services

-Support Services Branch – provides support to the 4 technical branches of NAMRIA

8. IMPORTANCE OF RESEARCH, DEVELOPMENT AND EXTENSION IN FRONTLINE SERVICES: Ms. Donnabel Hintural

- **ERDB Vision** – relevant research development, and extension towards a healthy environment and sustainable natural resources for an improved quality life
- **ERDB Mission** – to provide appropriate technology and information through research, development and extension towards the enhanced productivity and sustainability of natural resources and protection of environment for the improvement of quality of life of the Filipinos
- **ERDB Mandates EO 192** – formulate and recommend an integrated research program relating to Philippine ecosystems and natural resources such as minerals, lands, forests, as holistic and interdisciplinary field of inquiry
 - Generate technologies and provide scientific assistance in the research and development of technologies relevant to the sustainable uses of Philippine ecosystems and natural resources
- **Types of Researches produce**
 - **Basic Research** – experimental or Theoretical work, for acquiring new knowledge on phenomena and observable facts
 - Applied Research** -original or verificatory investigation to acquire new knowledge, directed primarily towards a specific aim or objective to resolve a particular problem
- **ENR-RDE Framework** – framework addresses the sector-based concerns including their interaction, embodies the inputs of ENR stakeholders and adheres to the policies and priorities set by the government
- **RDE Programs**
 - Forest Ecosystems Resiliency and Sustainability
 - Ecosystems Dynamics and Sustainable Management of Coastal and Freshwater Ecosystems
 - Promoting Ecosystem Health and Sustainability of Urban Areas through Research and Development
- **Reference Laws and Policies**
 - Solid Waste Management Act
 - Urban development and Housing Act (RA 7279)
 - Environmental Impact Statement System PD 1586 and IRR DAO 2003-30
 - Technology Transfer Act RA 10055
 - Intellectual Property Code of the Philippines RA 8293
 - Freedom of Information
- **Knowledge Products**
 - Sylvatrop** – DENR's official technical journal which serves as main vehicle in disseminating research results on the Philippine environment
 - Canopy**- semi technical publication which seeks to promote global exchange of

ERDB generated information about environment and natural resources

-Rise- contains compilation of relevant information on environment and natural resources

-Annual Report – comprehensive report on ERDB's accomplishments throughout the preceding year

9. MINING RESOURCES MANAGEMENT SERVICES: Engr. Renzil R. Lladonet

- **Mines and Geosciences Bureau Mandate** – is a primary government agency under DENR responsible for the conservation, management, development and proper use of the country's mineral resources
- **Geological Assessment for Risk Reduction and Resiliency Programs**
 - Geohazard Assessment
 - Groundwater Resource Assessment
- **Mineral Resources and Geosciences Development Programs**
 - Information and Education Campaign
 - Mineral Reservation Development
 - Issuance of Mining permits/Contracts
 - Monitoring of Mining Rights
 - Anti-Illegal Mining
- **Mining 101**
 - Exploration** – Geological sampling, trenching, test pitting, environmental programs, feasibility Study, Environmental Impact Assessment
 - Development-** construction of roads, campsite and office, preparation of environmental mitigating structures
 - Utilization** -extraction or ore marketing, progressive rehabilitation
 - **Decommissioning** – dismantling of infrastructure rehabilitation
- **Mining Method**
 - Surface Mining** – applicable to shallow deposits or deposits with low ore-to-waste ratio
 - Underground Mining** – carried out when the deposits are located at a distance far beneath the ground to be extracted with surface mining
- **Types of Permits of Contracts**
 - Small Scale Mining Contract under RA No. 7076
 - Pebble Picking Permit
 - Ore Transport Permit/Delivery Receipt

10. LAND MANAGEMENT SERVICES: Mr. Jimmy Villareal

- **Land Management** – the process by which the resources of land are put to good effect. It covers all activities concerned with the management of land as a resource both from an environmental and from an economic perspective
 - is a system implemented by the state to manage the allocation and use of land resources and the social, economic and environmental issues that relate to its allocation and use
- **Land Administration** – refers to the process of recording and disseminating information about the ownership, value and use of land and its associated resources
 - the process of determining, recording, disseminating information about tenure, value and use of land when implementing land management policies
- **LMA Mandate** – is to administer, survey, manage and dispose: public alienable (A&D) lands, public lands not placed under the jurisdiction of other government agencies
- **Torrens System-** is a system of land registration in which a certificate of title is issued by the government as an evident of ownership
- **Classification of Lands according to Ownership**
 - Private Lands** – those which are entitled or registered to private individuals,

corporation or association

- **Public Lands**-those which have not been titled but released as A&D lands

- **Modes of Acquiring Titles**

-**Administrative Proceedings** – Patents (DENR), Certificate of Land Ownership (DAR) and Certificate of Ancestral Domains Title (NCIP)

- **Judicial Proceeding (Court)** -Decrees under judicial registration (PD1529)

- **Free Patents** – is the confirmation of imperfect title over alienable and disposable public agricultural lands thru administrative procedures

- **Homestead Patents** – is the grant of public land to persons seeking to establish and maintain agricultural homes based on actual, continuous and personal occupancy.

- **Sales Patents**- is a patent issued for the type of application covering lands of the public domain of agricultural purposes

11. HUMAN RESOURCE MANAGEMENT: Ms. Edna Tarrosa

- **10 Commandments of Great Client Service**

-Be a good Listener

-Identify and anticipate needs

-Make customer feel important and appreciated

-Body language is key

-Understanding is crucial

-Appreciate the power of “Yes”

-Know how to apologize

-Give more than expected

-Get regular feedback

-Treat employees well

- **Essential Client Service Skills**

-The ability to Listen closely to client

-Clear Verbal Communication

-Understanding Human Psychology

-Basic Performance Skills

-Ability to memorize protocol and guidelines

-Time management skills

-Management of personal emotions

-Situation Evaluation and analysis

-Professionalism

-Organizational Skills

-Respect

-Flexibility

- **DENR Vision** – to mobilize our citizenry in protecting, conserving and managing the environment and natural resources for the present and future generations

- **DENR Mission** – a nation enjoying and sustaining its natural resources and a clean and healthy environment

- **Impression/Comments:**

As a newly employed employee in DENR under the Management Services Division, it is important to know the basic information about the technical side of the agency to have a better understanding of the flow of work.

I would like to thank all the people involved in conducting this frontline course because it enlightened us and gave us new knowledge on possible events to encounter in the near future. It aims for the betterment of not just the organization but also employee's welfare.

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

All employees should know the department's mandate, mission, vision, core values and basic information about all services offered in this department so that we can be of help to the organization in

achieving its goals.

III. RECOMMENDATIONS:

I want to recommend a face-to-face setup, so that all the participants can fully focus. From what I saw, some of us are multitasking. Most of us are still working while the zoom orientation is still going on.

I also recommend giving us all the learning materials used in the orientation so we can read/review the topics that we missed while working.

IV. POST LEARNING ACTION PLAN/PROPOSAL:

Proposed Plan/Activity/Output	Time Frame
Conduct Re-echo of the frontline course thru peer-to-peer	1 st quarter of year 2024

Part 2 (To be prepared by the Supervisor)

How will you support the post Learning Action/Proposal?

the employee should be provided ample opportunities at the workplace to practice the skills and learned ideas during the training. I will encourage and motivate the employee to share the knowledge she gained through social learnings.

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.

Implementation of Government Accounting Manual (GAM)

Submitted by:


NESIREE A. SALAZAR
Attendee

Noted/Confirmed by:


REALYN D. MARQUEZ
Supervisor

November 10, 2023

Date



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA REGION
Provincial Environment and Natural Resources Office

November 9, 2023

MEMORANDUM

FOR : **The OIC-PENRO**
Oriental Mindoro

THRU : **HRD Unit**

FROM : **Forest Ranger/ Staff, Office of the PENRO**

SUBJECT : **SUBMISSION OF INDIVIDUAL LEARNING REPORT FOR TRAINING
ATTENDED (8TH BATCH OF THE ENVIRONMENT AND NATURAL
RESOURCES FRONTLINE COURSE) LAST OCTOBER 23-27, 2023 VIA
ZOOM**

This refers to the attendance of the undersigned personnel on the recently conducted 8th Batch of ENR Frontline Course. Relevant to this, I am respectfully submitting my Individual Learning Report (ILR).

For your information and consideration


MARY NINA P. MENDOZA

INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

Name of Participant:	MARY NIÑA P. MENDOZA
Office/Service:	PENRO Oriental Mindoro/ Office of the PENRO
Training Title:	8 th Batch of the Environment and Natural Resources (ENR) Frontline Course
Learning Providers:	<p>Day 1 <u>Mr. Nazar Norman S. Cortuna, CPA</u> Chief, Accounting Section Regional Office, DENR MIMAROPA</p> <p>Day 2 <u>Forester Amor D. Asi</u> Senior ECOMS PENRO Oriental Mindoro <u>Engr. Buena Fe Rioflorido</u> Chief EMB MIMAROPA Region</p> <p>Day 3 <u>Atty. Joseph Delos Santos</u> <u>Atty. Lenel Rabeje</u> Legal Division Regional Office, DENR MIMAROPA <u>Forester Rodel M. Boyles</u> CENR Officer CENRO Socorro</p> <p>Day 4 <u>Mr. Marlo Mariñas</u> NAMRIA Representative <u>Ms. Donnabel Hintural</u> ERDB Representative <u>Engr. Renzil Lladonet</u> MGB MIMAROPA Representative <u>Ms. Edna Tarrosa</u> Chief, HRD Section Regional Office, DENR MIMAROPA</p> <p>Day 5 <u>Mr. Jimmy Villareal</u> LMO III PENRO Palawan <u>Ms. Edna Tarrosa</u> Chief, HRD Section Regional Office, DENR MIMAROPA</p>
Inclusive Dates:	October 23-27,2023
Venue:	Zoom Platform

EVALUATION OF THE COURSE:

- **Technical Content:**

The Orientation was initiated by DENR MIMAROPA HRDS and facilitated by Ms. Mary Grace Jucutan and Mr. Juvenal Mark Ferrer

Learning Objectives:

Generally:

1. The purpose of the ENR Frontline course is to extend the knowledge and skills of PENRO and CENRO staff so that the programs of the department can be properly implemented.

Specifically:

1. Financial Literacy
2. Forest Resources Management Services
3. Environmental Management Services
4. Code of Conduct and Ethical Standards for Public Officials and employees and Ease of Doing Business
5. Biodiversity Conservation and Management
6. Introduction to NAMRIA
7. ENR Research Services
8. Mining Resources Management Services
9. Quality Management System
10. Land Management Services
11. Core Values, Gender and Development, Client Service Excellence 101

Highlights of the Activities:

1st Day

AM Session (Preliminaries)

- The facilitator gave instructions on the process of the course would be
- 4 groups were created and every group came up with a group name that is related to the environment and every day 1 group will act as the emcee who will introduce the lecturer, review of the previous lectures, etc.
- Every group discussed the what they FEEL, GAIN, GIVE and ABANDON for the conduct of ENR Frontline course
- Before the lectures starts there will be a pre-test about the topic and post-test follows after the discussion/lectures
- At the end of lectures the participants rate each lecturer and fill-up a journal

PM Session

- Discussion on Financial Literacy (Financial Planning, Saving and Budgeting)
- Discussion on the difference between spenders and savers
- Power-point presentation about “Ipon-ipon din pag may time” were presented
- The correct saving formula (Income- Savings=Expenses)
- The difference between Saving and Savings were also presented
- Facilitator ask participants why do we need to save (for uncontrollable events/ emergency fund)
- Difference between Budget and Budgeting/ why do we budget/ steps in budgeting/ budgeting technique
- Discussion about investing were also presented

2nd day

AM Session

- The lecturer differentiates the land cover and land use
- 508 million hectare is a public domain and 14.2 million hectare is alienable and disposable land
- Difference between forest and forestland
- Classification of forests are Closed Forest, Mangrove Forest and Open Forest
- Discussion on Community Based Forest Management
- CBFM Objectives and CBFM at present
- Forestry Talk show 101 were presented wherein RA 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018 were discussed
- Special Uses of Forest Land (GSUP, SLUP, FIAg, FLAgT
- Discussion about Watershed and its purpose to the environment
- The National Greening Program (NGP) and its legal bases, the NGP accomplishment from 2011-2022

PM Session

- Discussion about the DENR Organizational Function and Structure/ Secretary Loyzaga's Management Directions and Top 10 Priority Programs/ EMB Mandate
- Major Policy Thrust for Environmental such as Air and Water Quality, Solid Waste Management and others
- The role of PEMU offices in the field and its purpose

3rd day AM Session

- Discussion about the Accountability of Public Officers, Corruption,
- The three-fold liability such as Civil wherein damages can be paid through sum of money/ Criminal can be paid by fine or imprisonment/ Administrative, dismissal from the service, suspension, demotion, reprimand and fine
- Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the public, Nationalism and Patriotism, Commitment to the democracy and Simple Living are the Norms of Conduct of Public Officials and employees
- Submission of ITR and SALN were also discusses as a duty of government employees
- Act promptly to letter or request/ submit reports/act immediately on public transactions/ process documents and papers/ make documents accessible to public are also duties of public/government employees
- SALN should be submit 30 days upon assumption of office/ on or before April 30 of every year and within 30 days upon separation from the service
- Failure to submit SALN within the prescribe time would be subject for suspension from 1 day up to 6 months for firs offense, dismissal from the service for 2nd offense or imprisonment not exceeding 5 years
- Common offenses such as gifts, public funds, conflict of interest, falsification of documents and other corrupt practices are all types of common offenses
- Administrative cases in the Civil Service and its procedures were also discussed
- Dishonesty, neglect of duty, grave misconduct are all example of grave offenses, sexual harassment and its corresponding punishment were also discussed
- RA No. 11032 or Ease of Doing Business and Efficiency Office Delivery, ARTA, Citizens Charter
- 3 working days for simple documents, 7 working days for complex documents and 20 to 40 working days for the highly technical documents
- Accessing Government Services includes acceptance of written applications or request, Action of Officers, Denial of applications, Limitation of signatories, Electronic Version of documents, Adoption of working schedules, Wearing of IDs, Public Assistance and Complaints desk
- Accountability of Head of Offices
- Violations and persons liable
- Penalties and Liabilities for a fixer and government employee/s helping a fixer

PM Session

- The discussion focuses on the Philippine Biodiversity
- The 3 hierarchical level of Biodiversity (Genetic, Species and Ecosystem)
- Benefits for Biodiversity (Provisioning Services, Regulating Services and Cultural services)
- 17 Megadiverse Countries which include the Philippines, Indonesia, Malaysia, China, Papua New Guinea, Australia, India, Madagascar, etc.
- Mission and Vision of the Philippine Biodiversity
- 3 Major Programs (Protected Area Development and Management, Protection and Conservation of Wildlife and Management of Coastal and Marine Protected Area
- Asean Heritage Parks from 1984 to 2015
- Protected Area Development and Management (Cave and Cave Resources, Conservation of Inland Wetlands)
- Wildlife Conservation and Protection Program (Wildlife Enforcement Operations)

- Management of Coastal and Marine Protected Area (DAO 2016-26 Guidelines for the implementation of CMEMP), Manila Bay Rehabilitation Project
- 5 Major Driver of Biodiversity Loss (Invasive Alien Species, Habitat Loss, Climate Change, Overexploitation and Pollution)
- Philippine Biodiversity and Action Plan

4th day
AM Session

- National Mapping and Resources Information Authority was created by EO No. 192 series of 1987 by then President Corazon Aquino
- Mission and Vision of NAMRIA
- Core Functions of NAMRIA (Geodetic Reference System Development, Topographic Mapping, Hydrography Physical Oceanography and Nautical Charting, Environment and Natural Resource Mapping, Maritime Zones and Boundaries Mapping and Geospatial Information Management and Services
- Branches of NAMRIA (Mapping and Geodesy Branch, Hydrography Branch, Resource Data Analysis Branch, Geospatial Information System Management Branch and support Services Branch)

AM Session

- ERDB Mission is to provide appropriate technology and information through research, development and extension towards the enhanced productivity and sustainability of natural resources and protection to the environment
- ERDB Mandates (EO 192)
- The directors of ERDB
- ERDB research centers
- Types of researches (Basic and Applied Research)
- ERDB provides science-based support

PM Session

- MGB established on November 29, 1898 with 15 Regional Offices and it is a Line Bureau of the DENR
- MGBs mandate is the primary agency of the DENR responsible for conservation, management, development and proper use of the country's mineral resources
- Geological assessment (Groundwater resources and Geohazard assessment)
- Development Programs (IEC and Mineral Reservation Development)
- Enforcement and Regulations Programs (Issuance of Mining Permits, Monitoring of Mining Rights and Anti-illegal Mining)
- Discussion about what is mining (Exploration, Development, utilization and Decommissioning)
- Mining methods (Surface and Underground mining)
- Mining laws (RA No. 7942 and RA No. 7076)
- Why do we mine? For urbanization, mining can be sustainable and others

PM Session

- General Objective of QMS is to gain awareness on ISO 9001:2015 and to apply the concepts to organizations processes
- Legal Basis of the QMS are AO No. 161 series of 2006, EO No. 605 series of 2007, RA No. 9485 and AO No. 25 series of 2011
- The goal of QMS is to increase an organizations awareness of the duties and commitment in fulfilling the needs and expectations of its customers and interested parties in achieving satisfaction with the products and services
- Quality Management Principles (Customer Focus, Leadership, Engagement to people, Process Approach, Improvement, Evidence-based Decision Making an relationship Management)

5th day
AM Session

- Land Management is the process by which the resources of land are put to good effect, it is a system implemented by the state to manage the allocation of land resources
- Land Administration is a process of recording and disseminating information about the ownership, value and use of land
- LMBs Mandate is to administer, survey, manage and dispose 1. Public alienable and disposable (A&D) lands 2. Public lands not placed under the jurisdiction of other government agencies
- Major function of LMB Executive Order 192 were also discussed
- Constitutional Provisions on Natural Resources are the 1935 Constitution, 1973 Constitution and the 1987 Philippine Constitution
- Classification of Land according to ownership (Private Land and Public Lands)
- Modes of acquiring titles are Administrative Proceedings (Patents, CLOA, Certificate of Ancestral domains Title) and Judicial Proceedings (Decrees under judicial registration PD 1529)
- Modes of acquiring public lands (Public land act CA 141) and RA 10023
- Free Patent (RA 11573), Homestead Patent and Sales Patent
- Foreshore and Foreshore Land Disposition

PM Session

- Management of Personal Emotions, Situation Evaluation and Analysis, Organizational Skills, Respect, Ability to identify and anticipate needs, Flexibility, Problem Solving, Service knowledge, Teamwork Skills, Creativity, Dependability, etc.
- 15 tips for client service
- 10 Commandments of Great Client service (Know who is the boss, Be a good listener, Identify and anticipate needs, Make clients Feel Important and appreciated, Understanding is crucial, Appreciate the power of yes, Know how to apologize, Give more than expected, Get regular feedback, Treat employees well)
- Essential Client Service Skills (Ability to listen to clients, Clear verbal communication, etc.)

Impressions/Comments:

The lecture and discussions during the 5-day conference is very significant in different aspects because this will be a great help to government employees. Lot of knowledge was learned that can be applied in the coming times while we are still in the government service.

On the part of the speakers, they are very knowledgeable in everything they teach, every participant interacts and enjoyed the discussion.

II. RELEVANCE OF THE LEARNING EVENT TO PARTICPANTS WORK/FUNCTION:

As a government employee, ENR frontline service course is a great help to me because I interact with different kind of people.

III. RECOMMENDATIONS:

The same lecture should be attended by other participants who have not yet attended the ENR Frontline Course.

Proposed Plan/Activity/Output	Time Frame
Re-echo of ENR Frontline Course	4 th Quarter CY 2024

Part 2 (To be prepared by the SUPERVISOR):

How will you support the post learning/Action/Proposal?

The management will allow her to conduct the proposed action plan and to use other office resources in order for her to transfer the knowledge she gained effectively.

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, the management will allocate certain amount of funds needed for the conduct of her proposal / action plan

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

Yes ☒ No. ☐ Others ☐

If yes, please specify courses.

Seminar regarding Records Management

Submitted by:

Noted by:


MARY NINA P. MENDOZA
Attendee


MARICEL V. SUPLEO
Chief, Management Services Division

November 9, 2023

Date

INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

Name of Participant:	ELEGIO C. HIO
Office/Service:	DENR-PENRO Oriental Mindoro / Technical Services / Regulation and Permitting Section
Training Title:	8 th Batch of the Environment and Natural Resources (ENR) Frontline Course
Learning Providers:	HRDS – DENR MIMAROPA Region
Inclusive Dates:	October 23-27, 2023
Venue:	Zoom Platform

I. EVALUATION OF THE COURSE:

- **Technical Content:**

The primary objective of the orientation is to enhance and strengthen the knowledge of all personnel employed in DENR MIMAROPA about the organization and the different services offered by DENR to its employees and clientele. It aims to make the participants become an effective government employee.

The orientation was participated by forty seven (47) employees from DENR MIMAROPA offices and with the resource speakers and facilitators. This is a 5-day training course.

1. TRAINING OF TRAINERS FOR FINANCIAL EDUCATION :

Mr. Nazar Norman S. Cortuna

- Financial Education and financial literacy
- Financial Planning
- Budgeting
- Saving and Investing

2. FOREST RESOURCES MANAGEMENT SERVICES: Ms. Amor D. Asi

- Status of Philippine Forest and Wildlife
- FMB Mandates & Milestones
- Priority Programs in forestry
- Issuance of Land Tenure Instruments
- Tree Cutting Permit Issuance

3. FRAMEWORK OF ENVIRONMENTAL REGULATIONS AND EMB MANDATES, PLANS AND PROGRAMS : Engr. Buena Fe A. Rioflorido

- Brief History of the Organization
- DENR Organizational Structure
- PD 1586 : The Philippine Environmental Impact Statement System
- EMB Mandate
- Frontline Services

- Climate Change Act of 2009 (RA 9729)
- Role of PEMU in the implementation of RA 6969
- Role of City ENRO/ MENRO in PD 1586

4. CODE OF CONDUCT AND ETHICAL STANDARDS : Atty. Joseph D. Delos Santos

- Public Accountability
- Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. No. 6713)
- 2017 Rules on Administrative Cases in the Civil Service

5. EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018 : Atty. Lenel Rabeje

- RA 11032
- RED TAPE
- Ease of Doing Business
- Citizen's Charter

6. BIODIVERSITY CONSERVATION AND MANAGEMENT SERVICES : Rodel M. Boyles

- Overview on Philippine Biodiversity
- Core Programs of BMB
- Multilateral Environmental Agreements
- The Philippine Biodiversity Strategy and Action Plan (PBSAP)

7. INTRODUCTION TO NAMRIA : Mr. Marlon Mariñas

- Overview of National Mapping and Resource Information Authority
- NAMRIA's Mission, Vision and Core functions
- Topographic Mapping and Geodetic Reference Frame Development and Management
- Branches of Namria
- Geospatial Information Management
- Facilities of NAMRIA

8. IMPORTANCE OF RESEARCH DEVELOPMENT AND EXTENSION IN FRONTLINE SERVICES : Ms. Donnabel Hintural

- The 1987 Philippine Constitution
- EO 192 (Reorganization Act of the Department of Environment and Natural Resources)
- ERDB Vision, Mission and Mandates
- Research Centers
- RDE Programs
- Importance of ENR RDE in ENR Management

9. MINING RESOURCES MANAGEMENT SERVICES : Mr. Renzel R. Llandonet

- Mines and Geosciences Bureau
- Mining
- Benefits of Mining
- How the Government Regulate Mining

10. ORIENTATION ON ISO 9001-2015 QUALITY MANAGEMENT SYSTEM : Ms. Edna Tarrosa

- Quality Management System
- ISO 9001-2015 QMS Concepts and Methodology

11. LAND ADMINISTRATION SERVICES : Mr. Jimmy Villareal

- Land Management and Administration
- Land Management Laws
- System of Land Titling
- Agricultural Free Patent (RA 11573)
- Homestead
- Sales Patent
- Residential Free Patent (RA 10023)
- Foreshore

12. CLIENT SERVICES EXCELLENCE 101: Ms. Edna Tarrosa

- 10 Commandments of Great Client Service
- Essential Client Service Skills

• Impression/Comments:

As an employee of DENR, it is important to know the basic information and services offered of the organization in order to provide the best services to our clientele. I am very much overwhelmed on the opportunity being one of the participants of this learning event, because, even if I am not new in DENR, there are still lots of learnings that I have acquired from this event. It made me more aware on the new policies of the DENR which we, as employee should know. I felt grateful that I got refreshed from all the aspects of DENR programs which I could apply now in my daily work in the office or in the field. The learning event is very informative and every participant really learned from this event.

Thank you very much to the management and to all the Resource Speakers for imparting all what they know and sharing their experiences for us to become more efficient and effective public servant.

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

The topics discussed in this learning event are all very relevant to my work and function as Forest Technician II. All the learnings that I acquired from this training would be of great help in performing my job and fulfilling the mission, goals and objectives of DENR. All employees should know the department's mandate, mission, vision, core values and basic information about all services offered in this department so that we can be of help to the organization in achieving its goals. And everyone should be aware of all the rules, regulations and policies that our office is implementing to ensure that our clients will also be guided through us.

III. RECOMMENDATIONS:

I recommend for a face-to-face set-up, so that all the participants could fully focus on the learning event. As I observed, some of the participants are multitasking which are working while the zoom orientation is still on going. I suggest that, if ever a virtual learning event like, the participants shall be exempted from any other works to ensure that all the learnings would be acquired fully and clearly.

I also recommend that learning materials should be provided to the participants to serve as guide while the speakers are discussing to cope up with the discussion. And if ever there are missed topic, the participant could easily review and turn back.

IV. POST LEARNING ACTION PLAN/PROPOSAL:

Proposed Plan/Activity/Output	Time Frame
Re-echo and share the learning to other co-employees specially to new colleagues. Apply what I have learned in my daily interactions with the clients and co-employees.	Whenever possible

Part 2 (To be prepared by the Supervisor)

How will you support the post Learning Action/Proposal?

Full support for a better services

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.

Any learning events related to his position

Submitted by:


ELEGIO C. HIO
Attendee

November 10, 2023
Date

Noted/Confirmed by:


DELIA T. ALMAREZ
Supervisor