



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/ 434-8791

DENR MIMAROPA RECORDS SECTION
RECEIVED
MAY 2022
☐ INCOMING ☐ OUTGOING
BY: _____ DATE: _____
TIME: _____

May 13, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR – MIMAROPA Region

FROM : The Provincial Environment and
Natural Resources Officer

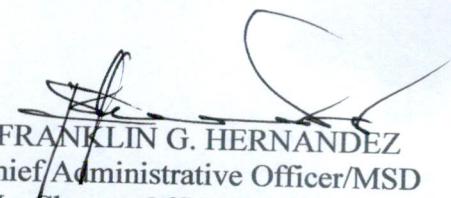
SUBJECT : INDIVIDUAL LEARNING REPORTS

Respectfully forwarded are the Memoranda on the same date May 5, 2022 from CENRO Roxas and Coron, Palawan with regards to the Individual Learning Reports of the following personnel, to wit:

CENR OFFICE	Name of Participants	Title of training/Workshop Attended	Inclusive Dates
Roxas	Bryan Rose T. Dela Cruz Ryan P. Giganto Ronnie Jann Ian B. Mabitasan	Orientation to newly promoted and newly appointed employees in DENR MIMAROPA	April 27-29, 2022
Coron	Ariel C. Delin II Nabila M. Abdullah Nikki E. Ripalda Blessie Ann J. Parmelee Alyzza Mae G. Sanchez Roderick E. Vallejo Ibrahim A. Factuar	Orientation to newly promoted and newly appointed employees in DENR MIMAROPA	April 27-29, 2022

For information and record.

For the PENRO :


FRANKLIN G. HERNANDEZ
Chief Administrative Officer/MSD
In-Charge, Office of the PENRO

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By: _____
Date: MAY 18 2022 CN 22-134



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Barangay III (Poblacion), Roxas, Palawan
Contact No. 09171606578 / 09175028647
Email address: cenroroxaspalawan@denr.gov.ph

KINDLY GET THE
SOFT
COPY/COPIES AT
THE OFFICE OF
THE PENRO IF
NEEDED.

WJD

May 05, 2022


MEMORANDUM

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

FROM : The Community Environment and
Natural Resources Officer
Roxas, Palawan

SUBJECT : INDIVIDUAL LEARNING REPORT

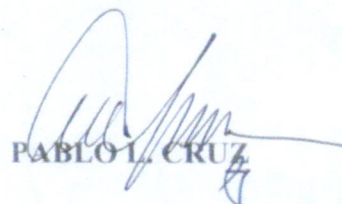
DENR PENRO
PALAWAN RECORDS
RECEIVED


BY: 
DATE: 05-11-2022 CN 22-396

Respectfully forwarded is the Individual Learning Report on Orientation of Newly Appointed and Newly Promoted personnel of DENR-MIMAROPA last April 27-29, 2022 via zoom, to wit:

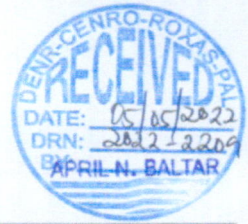
NAME	POSITION
BRYAN ROSE T. DELA CRUZ	Forest Technician I
RYAN P. GIGANTO	Forest Ranger
RONNIE JANN IAN B. MABITASAN	Forest Ranger

For information and record.


PABLO L. CRUZ

DENR-CENRO ROXAS
RELEASED
DATE: 06 MAY 2022
BY: 
DOC. NO. 2022-05-0679

INDIVIDUAL LEARNING EVENT



Part 1 (To be prepared by the participant)

Name of Participant:	RONNIE JANN IAN B. MABITASAN
Office/ Service:	CENRO-ROXAS, PALAWAN
Training Title:	ORIENTATION TO NEWLY APPOINTED AND NEWLY PROMOTED EMPLOYEES IN DENR MIMAROPA
Learning Providers:	DENR-MIMAROPA REGION-REGIONAL HRDS
Inclusive Dates:	APRIL 27-29, 2022
Venue:	VIA ZOOM

I. EVALUATION OF THE COURSE

Outline:

Discussion of the following topics:

*ORIENTATION TO NEW ENTRANTS IN GOVERNMENT SERVICE

- Brief Organizationa History
- Mandate; Vision; Mission; Core Values
- DENR Priority Programs
- DENR Quality Policy
- DENR Key Officials
- DENR Key Officials in DENR MIMAROPA

*ONBOARDING AND ORIENTATION TO NEWLY APPOINTED AND NEWLY PROMOTED EMPLOYEES

- Your First Working Day
- Your First Six Month in the Service
- Flexible Working Hours
- Flag Raising and Flag Lowering Ceremonies
- Half Day Absence, Tardiness and Undertime
- Office Decorum

*YOUR RIGHTS AND PREVILIGES

- Security of Tenure
- Compensation
- First Salary Requirements
- Merit Promotion
- Uniform Allowance
- Official Travel
- Leave of Absence
- Kinds of Leave of Absence
- Kinds of Leave of Absence

*SALN

- Definition of Terms: Assets & Liabilities
- What is the Purpose of SALN?
- Who are required to file the SALN?
- When should the SALN be filed?

*DENR STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

- Background
- Why SPMS
- Uses of Performance Ratings
- The SPMS Process: 1.Performance Planning and Commitment, 2.Monitoring and Coaching, 3.Performance Review and Evaluation and, 4. Performance Rewarding and Development Planning
- Rating of OPCR
- General Standards: Timeliness & Quantity of Work
- Performance Rating Table
- Review and Approval of IPCR Commitments & Accomplishments

***CODE OF CONDUCT & ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES**

- Provisions on Public Accountability
- Accountability of Public Officers
- Corruption
- Three (3)- Fold Liability: 1.Criminal, 2. Civil, 3. Administrative; Legal Basis
- Law and Ethics: Concepts; Ethics; Norms of Conduct; Duties and Other Obligations (SALN)
- Prohibited Acts and Transactions
- Common Offenses
- Jurisdiction of Disciplining Authority
- Investigation by Disciplining Authority
- Disciplinary Cases
- Procedures;
- Valid Complaint
- Preliminary Investigation
- Preventive Suspension
- Formal Investigation
- Decision
- Grave Offenses
- Light Offenses
- Kinds of Administrative Penalties
- Sexual Harrasment
- Remedies from a Decision
- Appeal

***TRAINING OF TRAINERS FOR FINANCIAL EDUCATION**

- Financial Education; Financial Literacy; Financial Capability
- Importance of Fin-Ed
- Determinants of Financially-Literate Persons
- Financial Literacy of Filipinos
- Financial Literacy among Filipinos
- Visioning Exercise
- Financial Planning
- The First Step to achieving Financial Freedom: Plan, Budgeting & Invest
- How Does Attitude Toward Money Change as you Age?
- What are the Difference between Savers and Spenders?
- How Does Financial Literacy Effect your Future?
- How Do you find the career of your Dreams?
- The correct Saving Formula
- Smart Spending Saves (3's)
- Why we Don't Save
- What is Saving
- Obstacles to Savings
- Why do we need to Save: Life Cycle Events; Emergency Fund
- Tips for Successful Saving: Develop the Saving Habit; Prioritize Needs over Wants; Follow the Saving Formula
- What is Budget? Why do Budgeting?
- Budgeting Techniques
- Saving versus Investing
- Why Invest?
- Factors to consider when choosing an investment instrument
- Investment Horizon
- Typical Investment Instruments
- Bank Savings Products
- Money and Capital Market Instruments

INDIVIDUAL LEARNING REPORT



Part 1 (To be prepared by the participant)

Name of Participant:	RYAN P. GIGANTO
Office/ Service:	CENRO-ROXAS, PALAWAN
Training Title:	ORIENTATION TO NEWLY APPOINTED AND NEWLY PROMOTED EMPLOYEES IN DENR MIMAROPA
Learning Providers:	DENR-MIMAROPA - REGIONAL HRDS
Inclusive Dates:	APRIL 27-29, 2022
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I. EVALUATION OF THE COURSE

Topic Content:

Discussion of the following topics:

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- Security of Tenure
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- Uniform Allowance
- Official Travel
- Leave of Absence
- Kinds of Leave of Absence
- Kinds of Leave of Absence

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- Definition of Terms: Assets & Liabilities
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- Who are required to file the SALN?
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- Common Offenses
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- Investigation by Disciplining Authority
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- Factors to consider when choosing an investment instrument
- Investment Horizon
- Typical Investment Instruments
- Bank Savings Products
- Money and Capital Market Instruments

***GOVERNMENT SERVICE AND INSURANCE SYSTEM**

- The GSIS Mandate
- GSIS Branch Offices ad Kiosks
- Members
- GSIS Membership
- Contribution Rate
- Life Insurance Policies
- LEP and ELP Benefits

- Retirement Laws
- RA 8291 or GSIS Act of 1997
- Survivorship Benefit
- Separation Benefit
- Unemployment Benefit
- Funeral Benefit
- Multi Purpose Loan
- Policy Loan
- Emergency Loan (Members)
- Emergency Loan (Pensioners)

***PAG-IBIG FUND**

- Brief History of PAG-IBIG Fund
- Benefits and Programs
- When can you withdraw your Pag-IBIG Regular Savings
- High Dividends
- Government-Guaranteed
- Pag-IBIG Regular Savings Dividend Rate
- Where can you use or what can you buy with a Pag-IBIG Housing Loan?
- Gross Monthly Income Requirement and Monthly Amortization based on Amount
- Virtual Pag-IBIG: Be a Member
- Apply for Short-Term Loan
- Pay Online
- Claim Pag-IBIG Savings
- Create your Virtual Pag-IBIG Account: Loyalty Card Plus

Impression/ Comments:

We're very thankful and grateful to the DENR especially to the facilitators. We are lucky and privileged to have this kind of orientation.

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

The orientation gives emphasis to us newly appointed because we were able to perform our duties and responsibilities in line with the rules and policies given by the organization. The information, knowledge and ideas that we gained from the activity will be able to help us in our job or even in our personal future plans.

III. RECOMMENDATIONS:

More trainings, workshops or orientation for us newly appointed to deepen our knowledge about our job and on organization.

IV. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/ Activity/ Output	Time Frame
Attend on possible workshops and trainings in line with my position and on organization.	December 2022

Part 2. (To be prepared by the Supervisor)

How will you support the post learning action plan/ proposal?

Recommend for future trainings to enhance his knowledge and skills

Have you discussed any concern/ resource 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

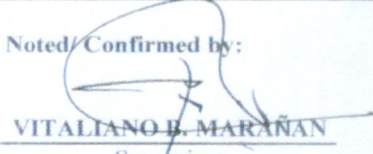
If yes, please specify courses

Any relevant courses to better perform his job.

Submitted by:


RYAN P. GICANTO
Attendee

Noted/ Confirmed by:


VITALIANO B. MARAÑAN
Supervisor

May 06, 2022

Date

INDIVIDUAL LEARNING REPORT



Part 1 (To be prepared by the participant)

Name of Participant:	BRYAN ROSE T. DELA CRUZ
Office/ Service:	CENRO-ROXAS, PALAWAN
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Impression/ Comments:

We're very thankful and grateful to the DENR especially to the facilitators. We are lucky and privileged to have this kind of orientation.

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

The orientation gives emphasis to us newly appointed because we were be able to perform our duties and responsibilities in line with the rules and policies given by the organization. The information, knowledge and ideas that we gained from the activity will be able to help us in our job or even in our personal future plans.

III. RECOMMENDATIONS:

More trainings, workshops or orientation for us newly appointed to deepen our knowledge about our job and on organization.

IV. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/ Activity/ Output	Time Frame
Attend on possible workshops and trainings in line with my position and on organization.	December 2022

Part 2. (To be prepared by the Supervisor)

How will you support the post learning action plan/ proposal?

Recommend for future trainings to enhance her knowledge and skills

Have you discussed any concern/ resource 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 relevant courses to better perform her job.

Submitted by:

BRYAN ROSE T. DELA CRUZ

Attendee

Noted/ Confirmed by:

CAROLYN A. ESMENDA

Supervisor

May 04, 2022

Date

***GOVERNMENT SERVICE AND INSURANCE SYSTEM**

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- Create your Virtual Pag-IBIG Account: Loyalty Card Plus

Impression/ Comments:

We were very thankful and fortunate to have this kind of orientation as newly appointed personnel of DENR. This orientation provided us a concise and accurate knowledge to perform our job more effectively and productively. It encourages us to be confident in our job and adapt faster to the work environment.

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

The orientation provided us a brief knowledge and background about our organization. It made us comfortable to perform our duties and responsibilities.

III. RECOMMENDATIONS:

Participate in different learning events that will enrich and widen our knowledge and skills.

IV. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/ Activity/ Output	Time Frame
Attend on possible workshops and trainings in line with my position and on organization.	December 2022

Part 2. (To be prepared by the Supervisor)

How will you support the post learning action plan/ proposal?

Provide necessary assistance in the conduct of activity.

Have you discussed any concern/ resource 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

GIS mapping

Submitted by:

RONNIE JANN IAN B. MABITASAN

Attendee

Noted/ Confirmed by:

VITALIANO B. MARAÑAN

Supervisor

May 06, 2022

Date