



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](mailto:penropalawan@denr.gov.ph)

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

DENR MIMAROPA RECORDS SECTION  
**RECEIVED**  
10 SEP 2022  
☐ INCOMING ☐ OUTGOING  
BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_  
TIME: \_\_\_\_\_

September 9, 2022

MEMORANDUM

FOR : The Regional Executive Director  
DENR – MIMAROPA Region

THRU : The Assistant Regional Director  
for Management Services

FROM : The Provincial Environment and  
Natural Resources Officer

SUBJECT : INDIVIDUAL LEARNING REPORTS

Respectfully forwarded are the memoranda on various dates with regards to the Individual Learning Reports of the following personnel:

CENR OFFICE	Name of Participants	Title of Training/Workshop Attended	Inclusive Dates
Brooke's Point, Palawan	Jovencio P. Damaso Ratib M. Melosin Karla Bianca S. Ocampo Mishelle D. Arruira Leandro F. Lapanagn	"Environment and Natural Resources (ENR) Frontline Course"	August 8,-16, 2022
Taytay , Palawan	Lucila G. Candeleja Gerald J. Namoc Angelina L. Badao Rose P. Dela Cruz	Environment and Natural Resources (ENR) Frontline Course"	August 8,-12 and 15-16, 2022

For information and record.

  
FELIZARDO B. CAYATOC

DENR-PALAWAN  
PENRO-RECORDS  
**RELEASED**  
By Rhea  
Date: 14 SEP 2022 N. 2024-2370



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

due 6/10/21

August 26, 2022

**MEMORANDUM**

**FOR :** The Regional Executive Director  
DENR, MIMAROPA Region  
1515 L&S Building  
Roxas Blvd., Ermita, Manila

**THRU :** The Provincial Environment and  
Natural Resources Officer  
Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer

**SUBJECT : SUBMISSION OF INDIVIDUAL LEARNING REPORT**


DENR PENRO  
PALAWAN RECORDS  
**RECEIVED**

BY: [Signature]  
DATE: 04-05-2024 22:8008

In compliance with the Regional Special Order No. 247, series of 2020, we are submitting herewith the Individual Learning Report on the training, *re: "Environment and Natural Resources (ENR) Frontline Course"* conducted by DENR MIMAROPA HRDS, on August 8-16, 2022, via zoom attended by the following personnel, to wit:

1. FR Jovencio P. Damaso
2. FT I Ratib M. Melosin
3. FT I Karla Bianca S. Ocampo
4. AAVI Mishelle D. Arruira
5. FR Leandro F. Lapangan, Jr.

For information and record.

 **DENR-CENRO**  
**BROOKE'S POINT**  
**RELEASED**  
DATE: AUG 30 2022  
BY: 9  
CN: 2022-4209

For and in the absence of the  
CENRO:

[Signature]  
**FRANKLIN M. AQUINO**  
FIII/OIC-DMO IV/PASu  
In-Charge, Office of the CENRO

M.Rodriguez St. Poblacion District I, Brooke's Point Palawan 5305  
Mobile Phone: Globe: 0945-257-1402; Smart: 0912-429-0856  
Email/Gmail: cenro\_brkspt@yahoo.com; [cenrobrkspt@gmail.com](mailto:cenrobrkspt@gmail.com)





OFFICE OF THE CENRO  
BROOKE'S POINT, PALAWAN  
AUG 23 2022  
2022-4509

## INDIVIDUAL LEARNING REPORT

### Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	Jovencio P. Damaso
<b>Office/Service:</b>	DENR CENRO Brooke's Point/CDS
<b>Training Title:</b>	Environment and Natural Resources (ENR) Frontline Course
<b>Learning Providers:</b>	DENR MIMAROPA HRDS
<b>Inclusive Dates:</b>	August 8-16, 2022
<b>Venue:</b>	via Zoom

### I. EVALUATION OF THE COURSE:

#### • Technical Content:

This Learning Event incorporates lectures and topics relative to Basic information/knowledge/insights on:

1. DENR Background (e.g. the Department's mandates, mission, vision, core values, priority programs, key officials, services offered etc.)
2. Forest Management Services
3. Land Management Services
4. Biodiversity Management Services
5. Environmental Management Services
6. Mining and Geosciences
7. ENR Research, Development and Extension
8. Client Service Excellence
9. Climate Change Mitigation
10. Water Resources Management Services
11. Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA No. 11032)
12. The Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713)
13. Anti-Red Tape Act
14. Financial Literacy

#### • Impression/Comments:

The learning providers and speakers tried their best to make the learning event as fun and interactive as possible and concisely presented and discussed their assigned lectures/topics within the allotted time as well as addressed/answered the queries and concerns of us, participants relative to each lectures/topics. The lectures/topics are really informative, fruitful and interesting unfortunately the internet connection is quite unstable thus there were times when I was unable to follow/cope with the discussion/lectures.

<b>II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT’S WORK/FUNCTION:</b>  The knowledge/insights gained from this Learning Event will: <ol style="list-style-type: none"> <li>1. Help me determine and/or assess/evaluate better if there have been violations committed re: various laws being implemented by the DENR *(in case) can also help me assist/answer queries and/or requests of clientele and other individuals of the office so as to prevent possible violations to be committed;</li> <li>2. Help me perform my duties and responsibilities well as an employee of DENR. These will also help me assess/evaluate areas where I needed/can improved myself for the better;</li> <li>3. Help me better understand what I'm expected to do and how I'm supposed to conduct myself as a government employee which will enable me to provide/deliver better and efficient government services to ensure clients' satisfaction;</li> <li>4. Help me appreciate more how blessed I am that I have a stable job and income even during this hard times, that if manage properly will help me achieve my dreams and ensure that I won't have to worry too much about me and my family's future. This makes me more motivated to continuously improve myself, work more diligently to best serve our clients/public in general (reason why government employees exist) and of course look forward to future work/job opportunities/promotions which will help me increase my income.</li> </ol>							
<b>II. RECOMMENDATIONS:</b> <ul style="list-style-type: none"> <li>• Follow-up/refresher trainings/learning events relative to ENR Course and/or particular services offered by the DENR.</li> </ul>							
<b>IV. POST LEARNING ACTION PLAN/PROPOSAL:</b> <table border="1"> <thead> <tr> <th>Proposed Plan/Activity/Output</th> <th>Time Frame</th> </tr> </thead> <tbody> <tr> <td>Conducts re-echo at the CENRO level to share major take-away on lectures/topics and/or other updates/agreements discussed/presented during the learning event.</td> <td>Monday Forum</td> </tr> <tr> <td>Apply knowledge/insights gained from the learning event.</td> <td>Whenever and wherever possible</td> </tr> </tbody> </table>		Proposed Plan/Activity/Output	Time Frame	Conducts re-echo at the CENRO level to share major take-away on lectures/topics and/or other updates/agreements discussed/presented during the learning event.	Monday Forum	Apply knowledge/insights gained from the learning event.	Whenever and wherever possible
Proposed Plan/Activity/Output	Time Frame						
Conducts re-echo at the CENRO level to share major take-away on lectures/topics and/or other updates/agreements discussed/presented during the learning event.	Monday Forum						
Apply knowledge/insights gained from the learning event.	Whenever and wherever possible						

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



How will you support the post Learning Action/Proposal?

Provide technical support and monitoring of the implementation in the discharging of duties in connection with the above mentioned post learning action plan/proposal

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.

Follow-up/refresher trainings/learning events relative to ENR Course and/or particular services offered by the DENR.


Submitted by:

  
**JOVENCIO P. DAMASO**  
Attendee

August 23, 2022

Date

Noted/Confirmed by:

  
**CONRADO M. CORPUZ**  
GC-CENRO



## INDIVIDUAL LEARNING REPORT

AUG 22 2022

2022-4209

### Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	Ratib M. Melosin
<b>Office/Service:</b>	DENR CENRO Brooke's Point/ <i>EMS</i>
<b>Training Title:</b>	Environment and Natural Resources (ENR) Frontline Course
<b>Learning Providers:</b>	DENR MIMAROPA HRDS
<b>Inclusive Dates:</b>	August 8-16, 2022
<b>Venue:</b>	via Zoom

### I. EVALUATION OF THE COURSE:

#### • Technical Content:

This Learning Event incorporates lectures and topics relative to Basic information/knowledge/insights on:

1. DENR Background (e.g. the Department's mandates, mission, vision, core values, priority programs, key officials, services offered etc.)
2. Forest Management Services
3. Land Management Services
4. Biodiversity Management Services
5. Environmental Management Services
6. Mining and Geosciences
7. ENR Research, Development and Extension
8. Client Service Excellence
9. Climate Change Mitigation
10. Water Resources Management Services
11. Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA No. 11032)
12. The Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713)
13. Anti-Red Tape Act
14. Financial Literacy

#### • Impression/Comments:

The learning providers and speakers tried their best to make the learning event as fun and interactive as possible and concisely presented and discussed their assigned lectures/topics within the allotted time as well as addressed/answered the queries and concerns of us, participants relative to each lectures/topics. The lectures/topics are really informative, fruitful and interesting unfortunately the internet connection is quite unstable thus there were times when I was unable to follow/cope with the discussion/lectures.



<b>II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT’S WORK/FUNCTION:</b>	
The knowledge/insights gained from this Learning Event will:	
<ol style="list-style-type: none"><li>1. Help me determine and/or assess/evaluate better if there have been violations committed re: various laws being implemented by the DENR *(in case) can also help me assist/answer queries and/or requests of clientele and other individuals of the office so as to prevent possible violations to be committed;</li><li>2. Help me perform my duties and responsibilities well as an employee of DENR. These will also help me assess/evaluate areas where I needed/can improved myself for the better;</li><li>3. Help me better understand what I'm expected to do and how I'm supposed to conduct myself as a government employee which will enable me to provide/deliver better and efficient government services to ensure clients' satisfaction;</li><li>4. Help me appreciate more how blessed I am that I have a stable job and income even during this hard times, that if manage properly will help me achieve my dreams and ensure that I won't have to worry too much about me and my family's future. This makes me more motivated to continuously improve myself, work more diligently to best serve our clients/public in general (reason why government employees exist) and of course look forward to future work/job opportunities/promotions which will help me increase my income.</li></ol>	
<b>II. RECOMMENDATIONS:</b>	
<ul style="list-style-type: none"><li>• Follow-up/refresher trainings/learning events relative to ENR Course and/or particular services offered by the DENR.</li></ul>	
<b>IV. POST LEARNING ACTION PLAN/PROPOSAL:</b>	
<b>Proposed Plan/Activity/Output</b>	<b>Time Frame</b>
Conducts re-echo at the CENRO level to share major take-away on lectures/topics and/or other updates/agreements discussed/presented during the learning event.	Monday Forum
Apply knowledge/insights gained from the learning event.	Whenever and wherever possible

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

How will you support the post Learning Action/Proposal?

By means of Providing technical assistant to the co- worker and other support as needed in connection with my job as fieldman.

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.

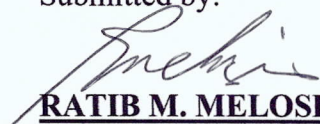
Would you be willing to send him/her again to other training/seminar/conference?

Yes ☒ No ☐ Others ☐

If yes, please specify courses.

Follow-up/refresher trainings/learning events relative to ENR Course and/or particular services offered by the DENR.

Submitted by:

  
**RATIB M. MELOSIN**  
Attendee

August 22, 2022

Date

Noted/Confirmed by:

  
**CONRADO M. CORPUZ**  
CENRO





## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

AUG 22 2022  
2022-4209

<b>Name of Participant:</b>	Karla Bianca S.Ocampo
<b>Office/Service:</b>	DENR-CENRO Brooke's Point
<b>Training Title:</b>	Environment And Natural Resources (ENR) Academy Frontline Course
<b>Learning Providers:</b>	DENR MIMAROPA HRDS
<b>Inclusive Dates:</b>	AUGUST 8-12 AND 15-16, 2022
<b>Venue:</b>	via ZOOM

### I. EVALUATION OF THE COURSE:

- Technical Content:

- Forest Resources Management Services
- Land Management Services
- DENR Organizational Structure, Vision, Mission, Mandates and Core Values
- Mining Resources Management Services
- Environmental Management Services
- Climate Change Mitigation
- ENR Research Services
- Water Resource Management Services
- Ethics in DENR
- RA 11032-Ease of doing Business and efficient Government Services
- Anti-Red Tape Act
- Financial Literacy
- Client Service Excellence
- Biodiversity Conservation and Management Services

- Impressions/Comment:

The learning event is so impressive even when we conducted it through the Zoom application. Some of the participants encountered difficulties in their network connection but still, the provider are very considerate. The giving schedule of every topic were flexible due to the availability of the speaker. The legal basis and mandates of every services were reinforced. Aside from the technical knowledge, it is very heartwarming that we discussed the basic Ethics of our jobs, it is to remind us to do our jobs honestly. One of the topics that make sense to me the most is Financial Literacy, today is the best time to start saving to gain financial freedom in the future. It's not only to save but also to look for something to invest in to have another source of income and cope with the inflation rate happening nowadays. I could say that this frontline course makes me more productive and knowledgeable about my work.

I am very grateful for this opportunity since I am very open on making my foundation much better.

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

The knowledge/insights gained from this Learning Event:

1. The frontline course is very relevant and had a big impact on me as a Forest Technician and was assigned to the National Greening program. Basic knowledge gathered from this learning event can be shared with our NGP partners like the basic does and don'ts implemented by this office.
2. It also helps me to be more familiar with every services offered by our office and its legal basis since I am also a member of the IEC Team. I may not memorize every single term/exact same words used during the event but I have already gained an idea and take notes of the important things.
3. Help me perform my duties and responsibilities well as an employee of DENR. These will also help me evaluate myself where I can improved for the better
4. It also helps me to appreciate more of what I am capable today and be more thankful for what I can have in the future.

## III. RECOMMENDATIONS

I recommend having a continuation of the frontline course. This will serve as a refresher course for everyone and also conducting these in face-to-face is very much likely.

## IV. POST LEARNING ACTION PLAN/PROPOSAL

PROPOSED PLAN/ ACTIVITY/ OUTPUT	TIME FRAME
A brief discussion on the topics discussed during the seven days frontline course.	Monday Meeting with the CENRO and Office employee

### Part 2 (To be accomplished by Supervisor)

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

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ Others \_\_\_\_\_

If yes, please specify courses

Submitted by:

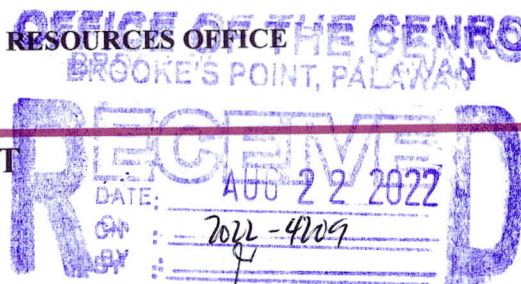
  
**KARLA BIANCA S. OCAMPO**

Forest Technician I

Date: August 22, 2022

  
**CONRADO M. CORPUZ**  
CENRO





## INDIVIDUAL LEARNING REPORT

### Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	Mishelle D. Arruira
<b>Office/Service:</b>	DENR CENRO Brooke's Point/PSU
<b>Training Title:</b>	Environment and Natural Resources (ENR) Frontline Course
<b>Learning Providers:</b>	DENR MIMAROPA HRDS
<b>Inclusive Dates:</b>	August 8-16, 2022
<b>Venue:</b>	via Zoom

### I. EVALUATION OF THE COURSE:

#### • Technical Content:

This Learning Event incorporates lectures and topics relative to Basic information/knowledge/insights on:

1. DENR Background (e.g. the Department's mandates, mission, vision, core values, priority programs, key officials, services offered etc.)
2. Forest Management Services
3. Land Management Services
4. Biodiversity Management Services
5. Environmental Management Services
6. Mining and Geosciences
7. ENR Research, Development and Extension
8. Client Service Excellence
9. Climate Change Mitigation
10. Water Resources Management Services
11. Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA No. 11032)
12. The Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713)
13. Anti-Red Tape Act
14. Financial Literacy

#### • Impression/Comments:

The learning providers and speakers tried their best to make the learning event as fun and interactive as possible and concisely presented and discussed their assigned lectures/topics within the allotted time as well as addressed/answered the queries and concerns of us, participants relative to each lectures/topics. The lectures/topics are really informative, fruitful and interesting unfortunately the internet connection is quite unstable thus there were times when I was unable to follow/cope with the discussion/lectures.





INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

Name of Participant:	Mishelle D. Arruira
Office/Service:	DENR CENRO Brooke's Point/PSU
Training Title:	Environment and Natural Resources (ENR) Frontline Course
Learning Providers:	DENR MIMAROPA HRDS
Inclusive Dates:	August 8-16, 2022
Venue:	via Zoom

I. EVALUATION OF THE COURSE:

• Technical Content:

This Learning Event incorporates lectures and topics relative to Basic information/knowledge/insights on:

1. DENR Background (e.g. the Department's mandates, mission, vision, core values, priority programs, key officials, services offered etc.)
2. Forest Management Services
3. Land Management Services
4. Biodiversity Management Services
5. Environmental Management Services
6. Mining and Geosciences
7. ENR Research, Development and Extension
8. Client Service Excellence
9. Climate Change Mitigation
10. Water Resources Management Services
11. Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA No. 11032)
12. The Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713)
13. Anti-Red Tape Act
14. Financial Literacy

• Impression/Comments:

The learning providers and speakers tried their best to make the learning event as fun and interactive as possible and concisely presented and discussed their assigned lectures/topics within the allotted time as well as addressed/answered the queries and concerns of us, participants relative to each lectures/topics. The lectures/topics are really informative, fruitful and interesting unfortunately the internet connection is quite unstable thus there were times when I was unable to follow/cope with the discussion/lectures.



<p><b>II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT’S WORK/FUNCTION:</b></p> <p>The knowledge/insights gained from this Learning Event will:</p> <ol style="list-style-type: none"> <li>1. Help me determine and/or assess/evaluate better if there have been violations committed re: various laws being implemented by the DENR *(in case) can also help me assist/answer queries and/or requests of clientele and other individuals of the office so as to prevent possible violations to be committed;</li> <li>2. Help me perform my duties and responsibilities well as an employee of DENR. These will also help me assess/evaluate areas where I needed/can improved myself for the better;</li> <li>3. Help me better understand what I'm expected to do and how I'm supposed to conduct myself as a government employee which will enable me to provide/deliver better and efficient government services to ensure clients' satisfaction;</li> <li>4. Help me appreciate more how blessed I am that I have a stable job and income even during this hard times, that if manage properly will help me achieve my dreams and ensure that I won't have to worry too much about me and my family's future. This makes me more motivated to continuously improve myself, work more diligently to best serve our clients/public in general (reason why government employees exist) and of course look forward to future work/job opportunities/promotions which will help me increase my income.</li> </ol>							
<p><b>II. RECOMMENDATIONS:</b></p> <ul style="list-style-type: none"> <li>• Follow-up/refresher trainings/learning events relative to ENR Course and/or particular services offered by the DENR.</li> </ul>							
<p><b>IV. POST LEARNING ACTION PLAN/PROPOSAL:</b></p> <table border="1"> <thead> <tr> <th>Proposed Plan/Activity/Output</th> <th>Time Frame</th> </tr> </thead> <tbody> <tr> <td>Conducts re-echo at the CENRO level to share major take-away on lectures/topics and/or other updates/agreements discussed/presented during the learning event.</td> <td>Monday Forum</td> </tr> <tr> <td>Apply knowledge/insights gained from the learning event.</td> <td>Whenever and wherever possible</td> </tr> </tbody> </table>		Proposed Plan/Activity/Output	Time Frame	Conducts re-echo at the CENRO level to share major take-away on lectures/topics and/or other updates/agreements discussed/presented during the learning event.	Monday Forum	Apply knowledge/insights gained from the learning event.	Whenever and wherever possible
Proposed Plan/Activity/Output	Time Frame						
Conducts re-echo at the CENRO level to share major take-away on lectures/topics and/or other updates/agreements discussed/presented during the learning event.	Monday Forum						
Apply knowledge/insights gained from the learning event.	Whenever and wherever possible						

Part 2 (To be prepared by the Supervisor)

How will you support the post Learning Action/Proposal?

Provide technical support and monitoring of the implementation in the discharging of duties in connection with the above mentioned post learning action plan/proposal

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.

Follow-up/refresher trainings/learning events relative to ENR Course and/or particular services offered by the DENR.

Submitted by:

  
**MISHELLE D. ARRUIRA**  
Attendee

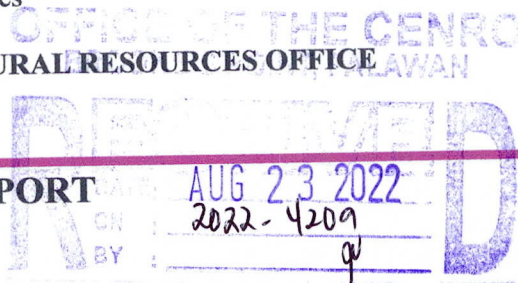
August 22, 2022

Date

Noted/Confirmed by:

  
**CONRADO M. CORPUZ**  
CIC-CENRO





## INDIVIDUAL LEARNING REPORT

### Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	Leandro F. Lapangan Jr.
<b>Office/Service:</b>	DENR CENRO Brooke's Point/PSU
<b>Training Title:</b>	Environment and Natural Resources (ENR) Frontline Course
<b>Learning Providers:</b>	DENR MIMAROPA HRDS
<b>Inclusive Dates:</b>	August 8-16, 2022
<b>Venue:</b>	via Zoom

### I. EVALUATION OF THE COURSE:

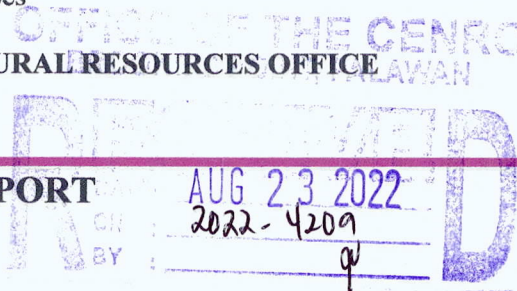
- **Technical Content:**

This Learning Event incorporates lectures and topics relative to Basic information/knowledge/insights on:

1. DENR Background (e.g. the Department's mandates, mission, vision, core values, priority programs, key officials, services offered etc.)
2. Forest Management Services
3. Land Management Services
4. Biodiversity Management Services
5. Environmental Management Services
6. Mining and Geosciences
7. ENR Research, Development and Extension
8. Client Service Excellence
9. Climate Change Mitigation
10. Water Resources Management Services
11. Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA No. 11032)
12. The Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713)
13. Anti-Red Tape Act
14. Financial Literacy

- **Impression/Comments:**

The learning providers and speakers give their best how learning events becoming good and interactive to the listeners. They discussed their lectures/topics in a time and answered the concerns and queries of the participants despite of internet interruption sometimes. The lectures/topics are very informative, interesting and fruitful.



## INDIVIDUAL LEARNING REPORT

### Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	Leandro F. Lapangan Jr.
<b>Office/Service:</b>	DENR CENRO Brooke's Point/PSU
<b>Training Title:</b>	Environment and Natural Resources (ENR) Frontline Course
<b>Learning Providers:</b>	DENR MIMAROPA HRDS
<b>Inclusive Dates:</b>	August 8-16, 2022
<b>Venue:</b>	via Zoom

### I. EVALUATION OF THE COURSE:

- Technical Content:**

This Learning Event incorporates lectures and topics relative to Basic information/knowledge/insights on:

1. DENR Background (e.g. the Department's mandates, mission, vision, core values, priority programs, key officials, services offered etc.)
2. Forest Management Services
3. Land Management Services
4. Biodiversity Management Services
5. Environmental Management Services
6. Mining and Geosciences
7. ENR Research, Development and Extension
8. Client Service Excellence
9. Climate Change Mitigation
10. Water Resources Management Services
11. Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA No. 11032)
12. The Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713)
13. Anti-Red Tape Act
14. Financial Literacy

- Impression/Comments:**

The learning providers and speakers give their best how learning events becoming good and interactive to the listeners. They discussed their lectures/topics in a time and answered the concerns and queries of the participants despite of internet interruption sometimes. The lectures/topics are very informative, interesting and fruitful.



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

The knowledge/insights gained from this Learning Event will:

1. Help me how to determine/assess/evaluate if I have committed a violation.
2. Help me how to assist/answer concerns of client and other individual in the office and in the community.;
3. Help me how to perform better in my duties and responsibilities as public servant so the client and other individual feels happy and satisfied.
4. Help me how to appreciate blessings which I have a stable job despite of challenges and income deficiency. Work hard with passion and improve ourselves for the future of family.

**II. RECOMMENDATIONS:**

- Follow-up/refresher trainings/learning events relative to ENR Course and/or particular services offered by the DENR.

**IV. POST LEARNING ACTION PLAN/PROPOSAL:**

Proposed Plan/Activity/Output	Time Frame
Conducts re-echo at the CENRO level to share major take-away on lectures/topics and/or other updates/agreements discussed/presented during the learning event.	Monday Forum
Apply knowledge/insights gained from the learning event.	Whenever and wherever possible

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

How will you support the post Learning Action/Proposal?

Provide technical support and monitoring of the implementation in the discharging of duties in connection with the above mentioned post learning action plan/proposal

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.

Follow-up/refresher trainings/learning events relative to ENR Course and/or particular services offered by the DENR.

Submitted by:

  
**LEANDRO E. LAPANGAN JR.**  
Attendee

August 22, 2022

Date

Noted/Confirmed by:

  
**CONRADO M. CORPUZ**  
CENRO





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
by the National Highway, Poblacion, Taytay, Palawan, 5312  
Mobile: 0926-505-9335 <sup>TM</sup> 0912-171-3889 <sup>TNT</sup>  
Email: [cenrotaytay@denr.gov.ph](mailto:cenrotaytay@denr.gov.ph)

PALAWAN RECORDS  
RECEIVED

August 26, 2022

MEMORANDUM

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

FROM : The Community Environment and  
Natural Resources Officer

SUBJECT : **INDIVIDUAL LEARNING REPORT ON ENVIRONMENT AND  
NATURAL RESOURCES (ENR) FRONTLINE COURSE**

Respectfully forwarded is the memoranda dated August 23, 2022 of Forest Technician II Lucila G. Candejeja and Forest Technician I Gerald J. Namoc on the above subject.

For information and further instruction.

ALAN L. VALLE



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
by the National Highway, Poblacion, Taytay, Palawan, 5312  
Mobile: 0926-505-9335 <sup>TM</sup> 0912-171-3889 <sup>TNT</sup>  
Email: [cenrotaytay@denr.gov.ph](mailto:cenrotaytay@denr.gov.ph)

August 23, 2022

MEMORANDUM

FOR : The Community Environment and  
Natural Resources Officer

FROM : Forest Technician II

SUBJECT : **INDIVIDUAL LEARNING REPORT ON ENVIRONMENT AND  
NATURAL RESOURCES (ENR) FRONTLINE COURSE**

DENR CENRO  
TAYTAY, PALAWAN  
RECEIVED  
DATE 8-24-22 BY *[Signature]* 4616

Respectfully submitted is the undersigned's individual report for Environment and  
Natural Resources (ENR) Frontline Course held on August 8-12 & 15-16, 2022.

For information and further instruction.

*[Signature]*  
LUCILA G. CANDELEJA



## INDIVIDUAL LEARNING REPORT

Name of Participant:	Lucila G. Candeleja
Office/Service:	CENRO Taytay – El Nido, Palawan
Training Title:	Environment and Natural Resources (ENR) Frontline Course
Learning Provider:	DENR MIMAROPA Human Resource Development Services
Inclusive dates:	August 8-12, 15-16, 2022
Venue:	Conference Hall, CENRO Taytay via zoom

### I. EVALUATION OF THE COURSE:

- Technical Content:

This training-seminar was able to discuss about the Forest Management Services highlighting all the permits and tenurial instrument being issued by the DENR including the process flow and requirements set by the department for a certain topic, laws and policies and the major government agencies governing land administration and management, the department's mandate, vision, mission, and the 4 core values, SGD and the Ambisyon 2020, RA 7942 or the Philippine Mining Act and its revised IRR, DAO 2010-21, Environment Management Services particularly the issuance of certificate like ECC, IEE, EIS, EIA among others, climate change, global warming, green houses gases and everything that was connected to the changing climate and what can we do to mitigate the prevailing effect to our environment.

Further, special projects and program that was created thru the research and extension program of the ERDB was also discussed. Another good topic was about the role of the NWRB and the permits issued to water resource users, the role of the NWRB and the issuance of the Certificate of Public Convenience (CPC), the RA No. 6713 especially the meaning of gifts and when it is allowed, the common and light offenses that must be addressed within the office, the different types of subpoena, the definition of malfeasance, misfeasance and nonfeasance, the ARTA and EODB and how it must be observed in the office.

Budgeting, saving, and investing was also discussed in the Financial Literary, the clients service excellence was also emphasized including the 10 commandments, essential clients service skills and workplace protocol and etiquette must be observed, was about biodiversity, RA 11038, SAPA, PASA and the IPAF

- Impressions/Comments:

Assessing the effectiveness of the training, it help us helped widen our understanding because, for 7 years of my service in the DENR, I was only involved in technical matters and limited to administrative. As a newbie to the admin, this is really relevant to knowing the governing policies and regulations when it comes to the administrative section



## **II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANTS WORK/FUNCTION**

Our takeaways from this workshops are relevant to us because we need to value and practice based on the mandate and core values of the DENR, like attending the needs of our clients, and following the orders of our supervisors, among others. On the other hand, learning from the afternoon session could only be applied to me if certain clients ask for requirements and process of getting certain permits from the MGB in the absence of the embedded personnel from the DENR MGB.

As a designated personnel of this office, this is could help me understand the process flow of securing permits from this Office that could also count as our performance based on the SECSIME and Citizen Charters. This learning helped also widen my understanding especially that we are now implementing our Green Economy Model (GEM) concerning on the water quality improvement, solid waste management, easement delineation and livelihood provisions. My takeaways from this session could help us decide what laws are applicable for certain issues at hand.

These are relevant in my line of work, especially in the administrative section. On our work, we were required to submit the travel and budget plan for the whole year. Thus, it is anticipated that we should practice the essentials of budgeting our finances with exemplary services. Moreover, as one of the personnel of the admin section, it is necessary that you have all the skills discussed and know-how on the 10 commandments and protocol within the office.

## **III. RECOMMENDATIONS**

A face-to-face interaction for this type of training is recommended to better gauge the learning of each participant.

A face-to-face interaction for this type of training is recommended to better gauge the learning of each participant.

IV. POST LEARNING ACTION PLAN/PROPOSAL	
Proposed Plan/ Activity/ Output	Time Frame
Implement the learning taken from the seminar especially when dealing with clients	4 <sup>th</sup> quarter of Cy 2022

*By providing technical advices and guidance to the attendee.*

*Yes.*

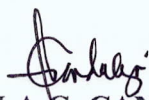
Yes √      No      Others



If yes, please specify courses:

*She is the designated Personnel Officer of this Office and she is expected to perform the lessons and instruction taught by the seminar.*

**Submitted by:**

  
LUCILA G. CANDELEJA  
Attendee

**Noted/Confirmed by:**

  
ALANI L. VALLE  
CENRO  
Supervisor

August 22, 2022  
Date



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Taytay, Palawan

August 23, 2022

MEMORANDUM

FOR : The Community Environment and  
Natural Resources Officer

FROM : Forest Technician I

SUBJECT : **INDIVIDUAL LEARNING REPORT ON ENVIRONMENT AND  
NATURAL RESOURCES (ENR) ACADEMY FRONTLINE  
COURSE**

**DENR CENRO  
TAYTAY, PALAWAN  
RECEIVED**  
BY: *Jnet*  
DATE: *8-24-22* *1/664*

Respectfully submitting is the undersigned individual learning report for Environment and Natural Resources (ENR) Academy Frontline Course held on August 8-12 and 15-16, 2022 at CENRO Conference hall thru via zoom.

For information and further instruction.

*G*  
**GERALD J. NAMOC**



## INDIVIDUAL LEARNING REPORT

Name of Participant:	Gerald J. Namoc
Office/Service:	CENRO Taytay – El Nido, Palawan
Training Title:	Environment and Natural Resources (ENR) Academy Frontline Course
Learning Provider:	DENR MIMAROPA Human Resource Development Services
Inclusive dates:	August 8-12, 15-16, 2022
Venue:	Conference Hall, CENRO Taytay via zoom

### I. EVALUATION OF THE COURSE:

- Technical Content:

This training-seminar was able to discuss about the Forest Management Services highlighting all the permits and tenurial instrument being issued by the DENR including the process flow and requirements set by the department for a certain topic, laws and policies and the major government agencies governing land administration and management, the department's mandate, vision, mission, and the 4 core values, SGD and the Ambisyon 2020, RA 7942 or the Philippine Mining Act and its revised IRR, DAO 2010-21, Environment Management Services particularly the issuance of certificate like ECC, IEE, EIS, EIA among others, climate change, global warming, green houses gases and everything that was connected to the changing climate and what can we do to mitigate the prevailing effect to our environment.

Further, special projects and program that was created thru the research and extension program of the ERDB was also discussed. Another good topic was about the role of the NWRB and the permits issued to water resource users, the role of the NWRB and the issuance of the Certificate of Public Convenience (CPC), the RA No. 6713 especially the meaning of gifts and when it is allowed, the common and light offenses that must be addressed within the office, the different types of subpoena, the definition of malfeasance, misfeasance and nonfeasance, the ARTA and EODB and how it must be observed in the office.

Budgeting, saving, and investing was also discussed in the Financial Literary, the clients service excellence was also emphasized including the 10 commandments, essential clients service skills and workplace protocol and etiquette must be observed, was about biodiversity, RA 11038, SAPA, PASA and the IPAF

- Impressions/Comments:

For my assessment, the effectiveness of the training, it help us to helped widen our knowledge and understanding because of 7 years as my public service in the DENR, I was involved in technical matters like enforcing environmental laws and not limited to. It designated as Utilization Unit in the Office, it is really enhancing competencies to overcome the actions taken from the clients and achieving goals with good service quality, relevant to knowing the governing policies and regulations when it comes to the regulation and permitting section.

4



**II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANTS WORK/FUNCTION**

The workshop are relevant to us because we need to value and practice based on the mandate, mission, vision and core values of the DENR, assistance the needs of our clients, and following the orders of our supervisors, among others. On the other hand, learning from the afternoon session could only be applied to me if certain clients ask for requirements and process of getting certain permits from the MGB in the absence of the embedded personnel from the DENR MGB.

As a designated Utilization of this office, this is could help me understand the process flow of securing permits from this Office that could also count as our performance based on the SECSIME and Citizen Charters. This learning helped also widen my understanding especially that we are now committee for implementing our Enhanced National Greening Program concerning the poverty reduction, environmental stability, climate change mitigation and adaptation. My takeaways from this session could help clients to explain regarding the tenurial instrument and permit.

These are relevant in my line of work, especially in the Regulation and Permitting Section. On our work, we were required to submit the travel report. Thus, it is anticipated that we should practice the essentials of processing or flow of permits with exemplary services. Moreover, as one of the personnel of the Utilization Unit, it is necessary that you have all the skills discussed and know-how on protocol within the office.

**III. RECOMMENDATIONS**

A face-to-face interaction this type of training is recommend must better to gauge the learning of each participant take another seminar or training relevant this course.

(To be accomplished by Supervisor)

IV. POST LEARNING ACTION PLAN/PROPOSAL	
Proposed Plan/ Activity/ Output	Time Frame
Implement the learning taken from the seminar especially when dealing and actions to the clients.	4 <sup>th</sup> quarter of Cy 2022

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

*By providing technical advices and guidance to the attendee.*

*g*




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

Would you be willing to send him/her again to other training/seminar/conference?  
Yes ☒ No ☐ Others ☐

If yes, please specify courses:

*He is the designated as Utilization Unit of this Office and he is expecting to perform his duties and responsibilities it comes from the lessons and instruction taught by the seminar.*

**Submitted by:**

  
**GERALD J. NAMOC**  
Attendee

**Noted/Confirmed by:**

  
**ALAN VALLE**  
CENRO  
Supervisor

August 23, 2022  
Date



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
5312 Taytay, Palawan

August 22, 2022

MEMORANDUM

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

FROM : The Community Environment and  
Natural Resources Officer

SUBJECT : INDIVIDUAL LEARNING REPORT FOR ENR FRONTLINE  
COURSE HELD ON AUGUST 8-13, 2022 AND AUGUST 15-16,  
2022 VIA ZOOM

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY: *[Signature]*  
DATE: *09-05-2022* *22-8009*

Respectfully submitting is the report dated August 18, 2022 of Forest Ranger Angelina L. Badao regarding the above subject.

For information and record.

*[Signature]*  
ALAN E. VALLE

DENR CENRO  
TAYTAY, PALAWAN  
RELEASED

BY: *[Signature]*  
DATE: *AUG 31 2022* *25-21*



## INDIVIDUAL LEARNING REPORT

### Part I (To be prepared by the participant)

Name of Participant	Angelina L. Badao
Office/Service	DENR-CENRO Taytay, Palawan
Training Title	ENR Frontline Course
Learning Providers	DENR MIMAROPA Regional HRDS
Inclusive Dates	August 8-12 and August 15-16, 2022
Venue	DENR-CENRO Taytay, Palawan via zoom

### I. EVALUATION OF THE COURSE:

#### • Technical Content:

The learning event aims to capacitate the field frontline personnel and to intensify DENR's efforts on responding to clients for DENR Palawan personnel.

The learning event talked about different services offered as follows:

1. DENR Organizational Structure
2. DENR's Vision, Mission, Mandate & Core Values
3. Forest Resources Management Services
4. Land Management Services
5. Biodiversity Conservation and Management Services
6. Mining Resources Management Services
7. Environmental Management Services
8. Ecosystem Research and Development Bureau
9. Water Resources Management Services
10. Ethics in DENR; RA 11032(Ease of Doing Business and Efficient Government Service Delivery); Anti Red Tape Act
11. Financial Literacy (Financial Planning, Saving and Budgeting)
12. Client Service Excellence

#### • Impression/Comments:

The topics discussed during the activity is very important in effectively responding to the request of the clients. Generally, the event is very successful with clear presentation of the speaker on their assigned topics and cited some with corresponding response in the situation. The undersigned would like to express her gratitude in giving an opportunity to attend in the learning event.

*[Signature]*

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

Being as Forest Ranger of CENRO Taytay, Palawan and designated as Planning Staff under the Planning, Administrative and Support Services Section, the knowledge I gained about the learning event is essential in addressing issues of the clients.

The activity capacitated the participants as a whole in the norms and conduct as a public servant. I assume to be a frontline officer by the basic do's and don'ts as a public servant. By this learning event, helps me in performing the day to day task. I could response to my client with the existing laws. It enlighten me more on the services offered.

Thus, it is anticipated that we should practice the essentials of budgeting our finances with exemplary services. Moreover, as one of the personnel of the admin section, it is necessary that you have all the skills discussed and know-how on the 10 commandments and protocol within the office.

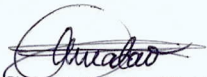
## III. RECOMMENDATIONS:

A face-to-face interaction for this type of training is recommended to better gauge the learning of each participant.

## IV. POST LEARNING ACTION PLAN/PROPOSAL:

Proposed Plan/Activity/Output	Time Frame
Apply the learning of the event in engaging to the client and in responding to the needs.	

Submitted by:

  
ANGELINA L. BADAÑO  
Attendee

August 18, 2022

Noted/Confirmed by:

  
ALAN L. VALLE  
CENRO





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
by the National Highway, Poblacion, Taytay, Palawan, 5312  
Mobile: 0926-505-9335 <sup>TM</sup> 0912-171-3889 <sup>TNT</sup>  
Email: [cenrotaytay@denr.gov.ph](mailto:cenrotaytay@denr.gov.ph)

August 26, 2022

MEMORANDUM

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

FROM : The Community Environment and  
Natural Resources Officer

SUBJECT : **INDIVIDUAL LEARNING REPORT ON ENVIRONMENT AND  
NATURAL RESOURCES (ENR) FRONTLINE COURSE**

Respectfully forwarded is the Individual Learning Report of Credit Officer I Rose P. Dela Cruz regarding her attended Environment and Natural Resource (ENR) Frontline Course held on August 8-12 & 15-16, 2022.

For information and record.

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY: *[Signature]*  
DATE: 08/26/22 22-8009

*[Signature]*  
ALAN VALLE

DENR CENRO  
TAYTAY, PALAWAN  
RELEASED

BY: *[Signature]*  
DATE: 09/01/2022 CN 2542

INDIVIDUAL LEARNING REPORT

Name of Participant:	Rose P. Dela Cruz
Office/Service:	CENRO Taytay – El Nido, Palawan
Training Title:	Environment and Natural Resources (ENR) Frontline Course
Learning Provider:	DENR MIMAROPA Human Resource Development Services
Inclusive dates:	August 8-12, 15-16, 2022
Venue:	Conference Hall, CENRO Taytay via zoom

I. EVALUATION OF THE COURSE:

• Technical Content:

This training-seminar was able to discuss about the Forest Management Services highlighting all the permits and tenorial instrument being issued by the DENR including the process flow and requirements set by the department for a certain topic, laws and policies and the major government agencies governing land administration and management, the department’s mandate, vision, mission, and the 4 core values, SGD and the Ambisyon 2020, RA 7942 or the Philippine Mining Act and its revised IRR, DAO 2010-21, Environment Management Services particularly the issuance of certificate like ECC, IEE, EIS, EIA among others, climate change, global warming, green houses gases and everything that was connected to the changing climate and what can we do to mitigate the prevailing effect to our environment.

Further, special projects and program that was created thru the research and extension program of the ERDB was also discussed. Another good topic was about the role of the NWRB and the permits issued to water resource users, the role of the NWRB and the issuance of the Certificate of Public Convenience (CPC), the RA No. 6713 especially the meaning of gifts and when it is allowed, the common and light offenses that must be addressed within the office, the different types of subpoena, the definition of malfeasance, misfesance and nonfeasance, the ARTA and EODB and how it must be observed in the office.

Budgeting, saving, and investing was also discussed in the Financial Literary, the clients service excellence was also emphasized including the 10 commandments, essential clients service skills and workplace protocol and etiquette must be observed, was about biodiversity, RA 11038, SAPA, PASA and the IPAF

• Impressions/Comments:

Assessing the effectiveness of the training, it help us helped widen our understanding because. As detailed Front desk assistance Officer, this is really relevant to knowing the governing policies and regulations when it comes to the administrative section and how to deal with the clients.



## II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANTS WORK/FUNCTION

Our takeaways from this workshops are relevant to us because we need to value and practice based on the mandate and core values of the DENR, like attending the needs of our clients, and following the orders of our supervisors, among others.

As a designated Front Desk/Client Assistance and Complaint Desk Office of this office, this is could help me understand the process flow of Regulation and Permit Section, Conservation and Development Section and Enforcement and Monitoring Section. My takeaways from this session could help us decide what laws are applicable for certain issues at hand.

Thus, it is anticipated that we should practice the essentials of budgeting our finances with exemplary services. Moreover, as one of the personnel of the admin section, it is necessary that you have all the skills discussed and know-how on the 10 commandments and protocol within the office.

## III. RECOMMENDATIONS

A face-to-face interaction for this type of training is recommended to better gauge the learning of each participant.

(To be accomplished by Supervisor)

## IV. POST LEARNING ACTION PLAN/PROPOSAL

Proposed Plan/ Activity/ Output	Time Frame
Implement the learning taken from the seminar especially when dealing with clients	4 <sup>th</sup> quarter of Cy 2022

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

*By providing technical advices and guidance to the attendee.*

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

*Yes.*

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

Yes ☒ No ☐ Others ☐

If yes, please specify courses:

*She is the designated Front Desk Clerk/Client Assistance and Complaint Desk and she is expected to perform the lessons and instruction taught by the seminar.*

Submitted by:

  
ROSE P. DELA CRUZ  
Attendee

Noted/Confirmed by:

  
ALAN L. VALLE  
CENRO  
Supervisor

August 25, 2022  
Date