



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



27 September 2022

**MEMORANDUM**

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

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

**FROM :** The In-Charge, Office of the PENRO  
Calapan City, Oriental Mindoro

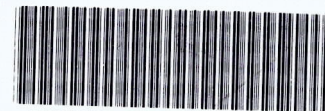
**SUBJECT :** SUBMISSION OF INDIVIDUAL LEARNING REPORT  
OF CENRO-SOCORRO, ORIENTAL MINDORO PERSONNEL  
ON THE CONDUCT OF ENVIRONMENT AND NATURAL  
RESOURCES (ENR) BASIC COURSE – 5<sup>TH</sup> BATCH

Respectfully forwarded is the Individual Learning Report of the following personnel of CENRO-Socorro, Oriental Mindoro on their attendance during the conduct of the Environment and Natural Resources (ENR) Basic Course – 5<sup>th</sup> Batch held on August 22-31, via zoom as per Regional Special Order No. 255 Series of 2022.

- |                         |   |                          |
|-------------------------|---|--------------------------|
| 1. Josephine V. Gueco   | - | Administrative Officer I |
| 2. Mackaley P. Martinez | - | Forester I               |
| 3. Walter L. Tolentino  | - | Special Investigator I   |

For reference.

  
ALMA E. GIBE



DENRPENR02209000052

Tracking nos. 2209000445  
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Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office

September 12, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director

**THRU** : The In-Charge, PENRO Oriental Mindoro

**FROM** : The CENR Officer

**SUBJECT** : **SUBMISSION OF INDIVIDUAL LEARNING REPORTS OF CENRO SOCORRO PERSONNEL FOR THE ENVIRONMENT AND NATURAL RESOURCES (ENR) BASIC COURSE – 5<sup>TH</sup> BATCH**

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENRO TRACKING NO.	
RECEIVED BY:	<i>[Signature]</i>
DATE:	SEP 15 2022
TIME:	

This pertains to the submission of Individual Learning Reports (ILR) for the conducted Environment and Natural Resources (ENR) Frontline Course – 5<sup>th</sup> Batch last August 22-31, 2022 via zoom as per Regional Special Order No. 255 series of 2022.

In this regard, we are respectfully submitting the necessary reports of the following personnel of CENRO Socorro for the said learning event:

Name	Position
Josephine V. Gueco	Administrative Officer I
Mackaley P. Martinez	Forester I
Walter L. Tolentino	Special Investigator I

For information and record.

*[Signature]*  
**RODEL M. BOYLES**

ADMIN/rayson

## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by participant)

<b>Name of Participant:</b>	<b>JOSEPHINE V. GUECO</b>
<b>Office/Service:</b>	<b>CENRO Socorro</b>
<b>Training Title:</b>	<b>Environment and Natural Resources (ENR) Academy Basic Course</b>
<b>Learning Providers:</b>	<b>DENR-MIMAROPA Region</b>
<b>Inclusive Dates:</b>	<b>August 22 –31, 2022</b>
<b>Venue:</b>	<b>Via zoom</b>

### I. EVALUATION OF THE COURSE

#### Training Objectives

This training was conducted to equip the personnel on the knowledge of the basic laws and regulations of all the line and staff bureaus of the Department of Environment and Natural Resources. The topics discussed from Day 1 to Day 7 are listed below:

**Day 1 – DENR’s Organizational Structure -**

DENR’s Vision and Mission, Mandates and Core Values  
Office Protocols and Etiquette  
Unfreezing Activity “ako ay Kalikasan”  
*Resource Person* – Edna A. Tarrosa, Chief, HRDS

**Day 2 – Forest Management 101**

*Resource Person* – Felizardo B. Cayatoc, PENRO, Palawan  
Land Management 101  
*Resource Person* – Johnny P. Lilang ,OIC ,TSD PENRO Palawan

**Day 3 –Biodiversity Conservation and Management 101**

*Resource Person*- Rodel M. Boyles, CENRO, Socorro , Or. Mindoro  
Mining Resources Management 101  
*Resource Person* –Engr. Ellen Grace Galiste, MGB Representative

**Day 4- Environmental Management**

*Resource Person* - Engr. Mark Angelo Rogel  
Solid Waste Management Act- *Ashley I. Ignacio*  
Clean Water Act of 2004- *Kathryn P. Tupasi*  
ENR Research Development 101– *Donna Hintural*  
Water Resource Management 101  
*Resource Person*– Josie Billones



Day 5 – CSW and Technical Writing

*Resource Person- Donna Mayor-Gordove, CESO IV, ARD for Mgt. Services*

Day 6- Ethics in DENR, Code of Conduct and Ethical Standards

2017 Rules on Adm. Cases in the Civil Service

Understanding RA 6713

*Resource Person –Atty. Carla Mae Malupeng- Yabut*

Day 7 - Financial Literacy – Borrowing and Management of Debt

*Resource Person - Nazar Norman S. Cortuna- Chief, Accounting Section  
Service Excellence Way Forward*

• **Impressions / Comments:**

The training has always been interesting because majority of the lectures were about the mandates, policies and laws of each bureau of the DENR. The pre and post tests helped in the review of the lectures before and after discussions. In spite of the brownouts, the undersigned still managed to listen to all the lectures.

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

As a whole, the training is highly relevant to my work as an employee of the DENR. This can be applied in my daily activities at the office and at the field.

As public officials and employees we must at all times serve the people with utmost responsibility, integrity, loyalty and efficiency and lead modest lives. Let us refrain from doing "Di Bawal, Pero di Dapat".

**III. RECOMMENDATIONS**

It is highly recommended that all personnel not only from the technical but as well as the management should attend this ENR course for them to become aware how to behave and be knowledgeable of all the activities, programs and projects, most especially the mandates, mission and vision of the agency and also to attain the "Ambisyon Natin 2040".

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

Proposed Plan/Activity/Output	Time Frame
• Conduct of knowledge sharing activity to impart to other DENR personnel the relevance of the ENR Course	September 2022

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

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

*By monitoring of the activity to be conducted by the concerned personnel.*

Have you discussed any contents / resources needed by your subordinate so that he 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/seminars/conference?

Yes   /  

No           

Others           

If yes, please specify courses

*Training to be an alternative Dispute Resolution Officer*

Submitted by:

Noted/Confirmed by:

  
**JOSEPHINE V. GUECO**

Attendee

  
**MARIA ALVA RENELYN A. CULLA-UMALI**

LMO III/Chief, RPS

September 8, 2022

Date

## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	Mackaley P. Martinez
<b>Office/ Service:</b>	Department of Environment and Natural Resources (DENR)- Community Environment and Natural Resources Office (CENRO) Socorro, Oriental Mindoro
<b>Training Title:</b>	Environment and Natural Resources (ENR) Basic Course (Batch 5)
<b>Learning Providers:</b>	DENR-MIMAROPA Region
<b>Inclusive Dates:</b>	August 22-31, 2022
<b>Venue:</b>	via Webinar

### I. EVALUATION OF THE COURSE:

- **Technical Content:**

The Environment and Natural Resources (ENR) Basic Course (Batch 5) was held by DENR-MIMAROPA Region by virtue of Regional Special Order No. 255 Series of 2022. The learning event was held on August 22-31, 2022 via webinar.

The topics discussed include the following:

- I. Preliminaries and Module I: The DENR in Retrospect (Day 1)
  - a. Preliminaries presented by Administrative Officer IV Juvenal Mark I. Ferrer and Administrative Assistant I Kristine A. Zacarias of DENR-MIMAROPA Region
    1. Introduction of the Course
    2. House Rules
  - b. Module I. The DENR in Retrospect presented by Chief, HRDS Edna A. Tarrosa of DENR-MIMAROPA Region
    1. DENR's Mandate, Mission and Vision
    2. Organizational Structure
    3. Program for Environment and Natural Resources for Restoration, Rehabilitation and Development (PRRD)
    4. 10 Major Programs
    5. 2017-2022 Philippine Development Plan
    6. *Ambisyon Natin* 2014
- II. Module II: Understanding ENR Laws (Day 2)
  - a. Forest Resources Management 101 presented by PENR Officer Felizardo B. Cayatoc of PENRO Palawan
    1. Forestry Laws
      - a) Philippine Forestry and Land Classification
      - b) World Forest Cover and Philippine Forest Cover
      - c) Natural Forest Cover Loss in the Last 100 Year
      - d) Relevant Forestry Laws
      - e) Forms of DENR Guidelines
      - f) Short-Term and Long-Term Permits and Current Guidelines
      - g) Forestry Law Enforcement
      - h) Illegal Logging



- i) International Forestry Initiatives Addressing Illegal Logging
  - 2. Forest Management Bureau (FMB)
    - a) Mandate
    - b) State of Forest and Land Classification
    - c) Milestones (Policy Guidance, Formulation of Plans/ Standards, Enhancing Delivery of Support Services, Major Programs and Projects, Support to International Forestry Cooperation)
  - 3. Forest Resource Inventory and Analysis
    - a) Timber Inventory
    - b) Legal Basis
    - c) Timber Inventory Instruments/ Equipments
    - d) Measurement Standards
    - e) Timber Inventory Activities and Field Forms
    - f) Methodology and Reporting
  - b. Land Management 101 presented by OIC-Technical Services Division Jonny P. Lilang of PENRO Palawan
    - 1. Policies and Programs of the Land Sector
      - a) Mandate, Mission and Vision
      - b) Major Functions
      - c) Legal Bases
      - d) Organizational Structure
      - e) 10-Point Socio-Economic Agenda
      - f) Land Titling Process
      - g) Sectoral Situation
      - h) Updated Land Sector Development Framework
      - i) Recent Reforms Implemented
      - j) Priority Program and Policies
      - k) Challenges and Way Forward
    - 2. Public Land Disposition
      - a) Legal Principles of Land Management and Administration
      - b) Modes of Disposition of Public Lands
- III. Module III: Understanding ENR Laws (Day 3)
- a. Biodiversity Conservation and Management 101 presented by CENR Officer Rodel M. Boyles of CENRO Socorro, Oriental Mindoro
    - 1. Philippine Biodiversity
    - 2. Core Programs of Biodiversity Management Bureau (BMB)
      - a) Protected Area Management and Development
      - b) Wildlife Resources Conservation
      - c) Coastal and Marine Ecosystems Management
    - 3. Multilateral Environmental Agreements
    - 4. The Philippine Biodiversity Strategy and Action Plan (PBSAP)
  - b. Mining Resources Management 101 presented by Engineer Ellengrace Galistre of DENR-MGB MIMAROPA Region
    - 1. Introduction to Mining
    - 2. Status of Mining and Minerals Industry in the Philippines
    - 3. Introduction to R.A. No. 7942 and DENR Administrative Order No. 2010-21
    - 4. Financial Mechanisms for the Implementation of Environmental Programs
- IV. Module IV: Understanding ENR Laws (Day 4)
- a. Environmental Management

1. Republic Act No. 8749: The Philippine Clean Air Act of 1999 presented by Engineer Mark Rogel of DENR-EMB MIMAROPA Region
  2. Republic Act No. 9003: The Ecological Solid Waste Management Act of 2000 presented by Ms. Ashley Ignacio of DENR-EMB MIMAROPA Region
  3. Republic Act No. 9275: The Philippine Clean Water Act of 2004 presented by Ms. Kathryn Tupasi of DENR-EMB MIMAROPA Region
  4. Republic Act No. 6969: The Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990 presented by Engineer Rochelle Padirayon of DENR-EMB MIMAROPA Region
  - b. ENR Research and Development 101 presented by Ms. Donna Hintoral of DENR-ERDB
    1. Ecosystems Research and Development Bureau (ERDB)'s Mandate, Mission and Vision
    2. Research Centers and Organizational Structure
    3. Concepts and Principles of Research
    4. Technologies Generated by the Bureau in Information, Products, Process and Services
  - c. Water Resources Management 101 presented by Ms. Josie Billones of National Water Resources Board (NWRB)
    1. Water and Water Cycle
    2. World and Philippine Water Resources
    3. Water Management in the Philippines
    4. Integrated Water Resource Management
    5. Water Demand Management
- V. Module V: Service Excellence (Day 5)
- a. Completed Staff Work (CSW) presented by Assistant Regional Director (ARD) for Management Services Division (MSD) Donna Mayor-Gordove, *CESO IV* of DENR-MIMAROPA Region
    1. Definition of Terms
    2. Objectives of CSW
    3. Benefits, Requirements and Common Mistakes
    4. Initial tests and Final Tests
    5. Relevant Issues and Examples of Work of CSW
  - b. Technical Writing presented by ARD for MSD Mayor-Gordove, *CESO IV*
    1. Introduction to Technical Writing
    2. Technical Report
    3. Tips for Technical Writing
    4. Steps in Writing Technical Report
    5. Ways to Build Better Style
- VI. Module VI: Accountability in Public Service and Module V: Service Excellence (Continuation) (Day 6)
- a. Ethics in DENR (DENR Code of Conduct and Ethical Standards) presented by Atty. Carla Rose R. Malupeng-Yabut of DENR-MIMAROPA Region
    1. Ethics
    2. Characteristics
    3. Ethical Bases
    4. Relevant Laws (R.A. No. 3019: Anti-Graft and Corruption Practices Act, R.A. No. 6713: Code of Conduct and Ethical Standards for Public Official and Employees, R.A. No. 9845: Anti-Red Tape Act of 2007)



5. Offenses/ Fines/ Penalties
  - b. 2017 Rules on Administrative Cases in the Civil Service presented by Atty. Malupeng-Yabut
    1. Provisions of R.A. No. 6713
    2. Concepts/ Principles
    3. Accountability of Public Officers
    4. The Three (3) Fold Liability (Criminal, Civil, Administrative)
    5. Criminal Liability (Fine, Imprisonment)
    6. Administrative Liability (Dismissal, Suspension, Demotion, Reprimand, Fine)
    7. System of Accountability (COA, CSC, OMB)
    8. Norms of Conduct, Duties and Other Obligations
    9. Prohibited Acts/ Transactions and Offenses
  - c. Protocols in Philippine National Flag and Philippine National Anthem presented by ADMIN Officer IV Ferrer
    1. Displaying the Philippine National Flag
    2. Salute
    3. Conduct of Flag Raising/ Lowering Ceremony
    4. Half-Mast
- VII. Module V: Service Excellence (Continuation) and Graduation (Day 7)
- a. Financial Literacy presented by Accountant III/ Chief, Accounting Section Nazar Norman S. Cortuna of DENR-MIMAROPA Region
    1. Concepts and Principles
    2. Importance
    3. Strategies in Paying Debts
    4. Lending
    5. Fraud, ATM Skimming, Jackpotting, Identity Theft
    6. Types of Scams
    7. Ways to Protect from Investment Scams
    8. Financial Institutions
    9. Financial Consumer Protection Framework
    10. Complaints Assistance Mechanisms of the Bangko Sentral ng Pilipinas
    11. Responsible Financial Consumer
  - b. Way Forward

A total of 32 participants coming from PENRO Marinduque, PENRO Occidental Mindoro, CENRO Sablayan, CENRO San Jose, PENRO Oriental Mindoro, CENRO Socorro, CENRO Roxas and PENRO Palawan were involved in ENR Basic Course. They were grouped into six (6) groups and assigned per day to facilitate the conduct of learning event. A combination of lecture, discussion, journal, recitation, group activities, question and answer session/ open forum and written test (pre and post-test) were done to impart the lessons. At the end of the learning event, participants completed the ENR Basic Course.

• **Impression/ Comments:**

The Environment and Natural Resources (ENR) Basic Course (Batch 5) is a great experience because it taught me the lessons regarding DENR (mandate, mission, vision, offices/ bureaus, code of conduct, ethical standards) and relevant laws/ policies/ rules/ regulations, process/ procedures and permits/ requirements related to ENR.

The learning event is fun and interactive. The resource speakers are knowledgeable in their respective topics. The facilitating groups and secretariats are friendly and approachable in addressing the queries and concerns of participants. The participation and cooperation of participants were ensured through lecture, discussion, journal, recitation, group activities, question and answer session/ open forum and written test (pre and post-test). Some of them used virtual engagements such as Mentimeter and games. Further, I was impressed in the initiative as the DENR-MIMAROPA Region managed to hold the learning event despite the hectic schedule and operational limitations brought by the COVID-19 pandemic.

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

As a Forester I in-charge as Planning Officer, Green Fins Focal and Coastal and Wildlife Focal, it is imperative that I am well-versed in various environment and natural resources (ENR) laws/ policies, rules and regulations discussed in the ENR Basic Course specifically, in the fields of forestry, lands, biodiversity, mining, environment, water, research and development to carry out my duties and responsibilities and to contribute to the attainment of the target programs/ activities/ projects of CENRO Socorro based on approved work and financial plan (WFP). Likewise, the lessons on completed staff work (CSW) and technical writing empowered me in creating quality reports to carefully impart the results and accomplishments to higher offices and/ or various stakeholders.

Aside from the technical knowledge, skills and experience, the lessons on code of conduct, ethical standards, administrative cases, and protocols in Philippine National Flag and Philippine National Anthem reminded me the characteristics of a good public servant. As a public servant, we shall serve the public with integrity, transparency, accountability and patriotism, and render service to the utmost of my capacity. Otherwise, we will face the consequence and held liable for the incompetence and unjust actions that we have done.

**II. RECOMMENDATIONS:**

My recommendations for the DENR MIMAROPA Region in the next Environment and Natural Resources (ENR) Basic Course which shall held preferably next year include:

1. Conduct of ENR Basic Course to the remaining personnel preferably face-to-face to capacitate and/ or refine their knowledge and skills on ENR laws, policies, rules and regulations without distractions; Conduct of ENR Basic Course in hybrid (face-to-face and virtual) if travel restrictions persist; and
2. Improvement of ICT equipment (laptop, computers, gears/ equipment/ generators) of field offices to ensure continuous communication and learning even in the time of power interruption.



IV. POST LEARNING ACTION PLAN/ PROPOSAL:	
Proposed Plan/ Activity/ Output	Time Frame
1. Re-echoing of lessons in Environment and Natural Resources (ENR) Basic Course to the personnel of CENRO Socorro, Oriental Mindoro	2022

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

How will you support the post Learning Action/ Proposal?

By allowing and assisting him to conduct the proposed plan/ activity/ output

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?

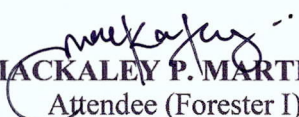
Yes ☒ No ☐ Others ☐


If yes, please specify courses.

Training on swimming, first aid, rescue diving, mapping, remote sensing, technical writing and preparation of plans which are all relevant to his functions as Planning Officer, Green Fins Focal, and Coastal and Wildlife Focal

Submitted by:

Noted/ Confirmed by:

  
MACKALEY P. MARTINEZ  
Attendee (Forester I)

  
EMILY G. AGUILON  
Supervisor (Forester III/ Chief, CDS)

September 01, 2022  
Date

## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by participant)

<b>Name of Participant:</b>	<b>Walter L. Tolentino</b>
<b>Office/Service:</b>	<b>CENRO Socorro</b>
<b>Training Title:</b>	<b>Environment and Natural Resources (ENR) Basic Course</b>
<b>Learning Providers:</b>	<b>DENR MIMAROPA</b>
<b>Inclusive Dates:</b>	<b>August 22-26, 2022 and August 30-31, 2022</b>
<b>Venue:</b>	<b>Online Session via Zoom</b>

### I. EVALUATION OF THE COURSE

- **Technical Content:**

Varied Technical insights related to the following topics were obtained from the seven-day webinar held on August 22-26, 2022 to August 30-31, 2022:

1. The DENR in retrospect (DENR organizational structure, DENR vision, mission, mandate and core values, Program for Environment and Natural Resources for Restoration and Rehabilitation (PRRD), 10 major programs, Philippine Development Plan (PDP), Sustainable Development Goals (SDG) and Ambisyon Natin 2040 delivered by Edna A. Tarrosa, Chief, HRDS, DENR MIMAROPA;
2. Forest Resources Management presented by PENR Officer Felizardo B. Cayatoc of PENRO Palawan;
3. Land Management presented by Johnny P. Lilang, OIC, Technical Services Division, PENRO Palawan;
4. Biodiversity Conservation and Management presented by CENR Officer Rodel M. Boyles of CENRO Socorro;
5. Mining Resources Management presented by Engr. Ellengrace Galiste of MGB MIMAROPA;
6. Environmental Management Services: Philippine Clean Air Act, Ecological Solid Waste Management Act, Philippine Clean Water Act and Hazardous Waste Management presented by different Environmental Management Bureau (EMB) personnel;
7. Environmental Research and Development presented by Dona Hintural of ERDB MIMAROPA;
8. Water Resource Management presented by Josie Billones of NWRB;
9. Completed Staff Work (CSW) and Technical Writing presented by ARD Donna Mayor-Cordova of DENR MIMAROPA;
10. Ethics in DENR and Rules on Administrative Cases in the Civil Service presented by Atty. Carla Rose Malupeng-Yabut
11. Protocol on the Philippine National Flag and the Philippine National Anthem presented by Juvenal Mark I. Ferrer; and



12. Borrowing and managing of Debt and Financial Consumer Protection presented by Nazar Norman S. Cortuna, Chief, Accounting Section

**Impressions / Comments:**

I learned much from the training. It was very interesting on my part since the training provided me valuable information and insights which I can use to insights to perform my duties more effectively and efficiently. I found the training very helpful and informative.

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

Since the training provided indispensable insights it has been very helpful for me and it has equipped me with knowledge that will help me become more responsible and competent in performing my functions.

**III. RECOMMENDATIONS**

It is highly recommended that all the DENR personnel be allowed to participate in this kind of training particularly those who are newly hired.

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

Proposed Plan/Activity/Output	Time Frame
Conduct of in-service training to echo or share what have been obtained from the whole training.	End of third quarter (September 2022)

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

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

*by monitoring and supervision of the conduct of in service training to echo to learning*

Have you discussed any contents / resources needed by your subordinate so that he 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/seminars/conference?

*training to be added ( alternative dispute resolution officer)*

Yes   /   No        Others       

If yes, please specify courses

Submitted by:

Noted/Confirmed by:

  
WALTER L. TOLENTINO  
Attendee

  
MARIA ALVA RENELYN A. CULLA-UMALI  
LMO III/RPS Chief

September 02, 2022  
Date