



November 23, 2023

MEMORANDUM

FOR : The OIC, Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The OIC-Chief, Planning and Management Division
The Chief, ICT Section

FROM : The OIC - PENR Officer

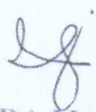
SUBJECT : **REPORT ON THE CONDUCT OF FOCUS GROUP DISCUSSION (FGD)/ CONSULTATION MEETING ON THE DEVELOPMENT AND IMPLEMENTATION OF PROPOSED ONLINE PENRO FRONTLINE SERVICES TRANSACTION SYSTEM (OPFSTS) FOR DENR-PENRO MARINDUQUE**

In support of Republic Act No. 11032, also known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the DENR-Provincial Environment and Natural Resources Office (PENRO) Marinduque established collaboration and partnership with the Marinduque State College and conducted a Focus Group Discussion (FGD)/ Consultation Meeting on the Development and Implementation of Proposed Online PENRO Frontline Services Transaction System (OPFSTS) for DENR-PENRO Marinduque held on November 21, 2023 at DENR-PENRO Conference Hall, Capitol Compound, Barangay Bangbangalon, Boac, Marinduque.

In this regard, this Office respectfully recommends and requests for technical and financial support from DENR MIMAROPA Regional Office on the development and implementation of this proposed information system as this will contribute in enhancing the operational efficiency and service delivery, in line with the Department's commitment towards digitalization and the Republic Act No. 11032.

Attached is the report on the conduct of Focus Group Discussion (FGD)/ Consultation Meeting on the Development and Implementation of Proposed Online PENRO Frontline Services Transaction System (OPFSTS) for DENR-PENRO Marinduque.

For information and favorable response on this digital matter.

 Digitally
signed
by Diaz
Imelda
Mendoza
IMELDA M. DIAZ



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

November 23, 2023

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IMELDA M. DIAZ



November 23, 2023

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DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The OIC-Chief, Planning and Management Division
The Chief, ICT Section

FROM : The OIC - PENR Officer

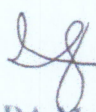
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DISCUSSION (FGD)/ CONSULTATION MEETING ON
THE DEVELOPMENT AND IMPLEMENTATION OF
PROPOSED ONLINE PENRO FRONTLINE SERVICES
TRANSACTION SYSTEM (OPFSTS) FOR DENR-PENRO
MARINDUQUE**

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For information and favorable response on this digital matter.

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signed
by Diaz
Imelda
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IMELDA M. DIAZ



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

November 23, 2023

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DENR MIMAROPA Region

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The Chief, ICT Section

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For information and favorable response on this digital matter.

IMELDA M. DIAZ

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



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


November 22, 2023

MEMORANDUM

FOR : The OIC – PENR Officer
THRU : The In-Charge, Management Services Division
FROM : The In-Charge, Planning Section
SUBJECT : **REPORT ON THE CONDUCT OF FOCUS GROUP DISCUSSION (FGD)/ CONSULTATION MEETING ON THE DEVELOPMENT AND IMPLEMENTATION OF PROPOSED ONLINE PENRO FRONTLINE SERVICES TRANSACTION SYSTEM (OPFSTS) FOR DENR-PENRO MARINDUQUE HELD ON NOVEMBER 21, 2023 AT DENR-PENRO MARINDUQUE CONFERENCE HALL, BOAC, MARINDUQUE**

Submitted is the report on the conduct of Focus Group Discussion (FGD)/ Consultation Meeting on the Development and Implementation of Proposed Online PENRO Frontline Services Transaction System (OPFSTS) for DENR-PENRO Marinduque held on November 21, 2023 at DENR-PENRO Conference Hall, Capitol Compound, Barangay Bangbangalon, Boac, Marinduque.

For information and record.


JHONNA LIZA S. MEDENILLA



**REPORT ON THE CONDUCT OF FOCUS GROUP DISCUSSION (FGD)/
CONSULTATION MEETING ON THE DEVELOPMENT AND
IMPLEMENTATION OF PROPOSED ONLINE PENRO FRONTLINE
SERVICES TRANSACTION SYSTEM (OPFSTS)
FOR DENR-PENRO MARINDUQUE**

**NOVEMBER 21, 2023
DENR-PENRO MARINDUQUE CONFERENCE HALL,
BOAC, MARINDUQUE**

I. IDENTIFYING INFORMATION

A. Activity	Focus Group Discussion (FGD)/ Consultation Meeting on the Development and Implementation of Proposed Online PENRO Frontline Services Transaction System (OPFSTS) for DENR-PENRO Marinduque
B. Participants	<p>From DENR-PENRO Marinduque:</p> <ol style="list-style-type: none">1. Imelda M. Diaz, OIC – PENR Officer2. Cynthia U. Lozano – Chief, Technical Services Division3. Gemma P. Delos Reyes - In-Charge, Management Services Division4. Simeon R. Diaz – Land Management Officer III/ Chief, Regulation and Permitting Section5. Jhonna Liza S. Medenilla – Planning Officer II/ In-Charge, Planning Section6. Eden P. Palacios - Administrative Officer IV/ Chief, Administrative Section7. Mark Ryan S. Lozada - Information Systems Analyst II/ ICT Focal8. Mary Rose L. Borreo – Forester I/ Head, Wildlife Resource Permitting Unit & Head, Survey & Mapping Unit9. Paul Brian D. Mijares – Forester I/ Chief, Forest Resource Utilization Unit10. Jelomy H. Mahayag – Forester I/ Chief, Water Resource Utilization Unit11. Andrew E. Aldovino – Administrative Officer I/ Head, Cashiering Unit12. Manoel Christian S. Munar - Administrative Officer I/ Head, Records Management Unit13. Jocelyn P. Pastoral - Administrative Assistant I/ Staff, Personnel Unit <p>From Marinduque State College</p> <ol style="list-style-type: none">1. Dr. Ronjie Mar L. Malinao – Dean, College of Information and Computing Sciences/ Partner/Consultant, OPFSTS2. Christine May L. Nabos – Research and Extension Coordinator, College of Information and Computing Sciences



C. Activity Venue	DENR-PENRO Conference Hall, Capitol Compound, Barangay Bangbangan, Boac, Marinduque
D. Activity Date	November 21, 2023
E. Presiding Officers	1. PENRO Imelda M. Diaz – DENR Marinduque 2. Dr. Ronjie Mar L. Malinao – MSC-CICS
F. Facilitators	1. TSD Cynthia U. Lozano 2. MSD Gemma P. Delos Reyes 3. LMO III Simeon R. Diaz 4. PO II Jhonna Liza S. Medenilla 5. ISA II Mark Ryan S. Lozada

II. ACTIVITY BACKGROUND AND OBJECTIVES

The objectives of the activity are the following:

1. Strengthen partnership and collaboration among stakeholders (e.g. Academe) when it comes to digitization;
2. Understand the background of project to be developed and implemented;
3. Present and discuss the submitted proposal by the MSC-CICS on the proposed OPFSTS; and
4. Formulate an OPFSTS Development Team.

III. ACTIVITY PROPER

The DENR-PENRO Marinduque through the Planning Section-ICT Unit headed by Information Systems Analyst II in coordination with Gemma P. Delos Reyes, In-Charge, Management Services Division and Dr. Ronjie Mar L. Malinao, Dean, College of Information and Computing Sciences/ Partner/Consultant conducted a Focus Group Discussion (FGD)/ Consultation Meeting on the Development and Implementation of Proposed Online PENRO Frontline Services Transaction System (OPFSTS) for DENR-PENRO Marinduque on November 21, 2023 at DENR-PENRO Conference Hall, Capitol Compound, Barangay Bangbangan, Boac, Marinduque.

The activity was participated by the OIC – PENR Officer, Division Chiefs, selected Section Chiefs and Unit Heads from the Management Services Division and Technical Services Division of the DENR-PENRO Marinduque. Likewise, it was participated by OPFSTS Development Team from the Marinduque State College. It was facilitated by PENRO ICT Unit.

PENRO Imelda M. Diaz acted as the Presiding Officer. The opening program started with an Invocation followed by the Introduction of Participants by Contractual Administrative Assistant Janine Mae M. Semilla.

A message was delivered by OIC – PENR Officer Imelda M. Diaz where she thanked the Facilitator, OPFSTS Partner/Consultant from MSC-CICS and participants for their collaborative efforts and participation that made the activity possible. She emphasized the need of an online information system like the Online PENRO Frontline Services Transaction System (OPFSTS) in support to the Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and the Department's unwavering commitment towards advance digitalization.



Likewise, she highlighted that having an OPFSTS, we will be able to provide streamlined and standardized workflows in the delivery of Frontline Services. Moreover, she mentioned that such online system is fully supported by the DENR MIMAROPA Regional Executive Director.

Lastly, she expressed the gratitude to the OPFSTS Team from the Marinduque State College as Partner/Consultant for their assistance and support, time, knowledge and efforts in order to present the proposed OPFSTS for DENR-PENRO Marinduque, and hoping that the development of the information system will be pursued immediately.

IV. LECTURE PROPER

- **Background and Objectives of the Activity**

ISA II Mark Ryan S. Lozada extended his thanks and appreciation to the OPFSTS Partner/Consultant from MSC-CICS and all the participants who were present in the activity. He briefly and clearly identified and discussed the background and objectives of the activities as follows:

1. Strengthen partnership and collaboration among stakeholders (e.g. Academe) when it comes to digitalization;
2. Understand the background of project to be developed and implemented;
3. Present and discuss the submitted proposal by the MSC-CICS on the proposed OPFSTS; and
4. Formulate an OPFSTS Development Team.

Likewise, he mentioned that the said innovation is in support with the Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. He discussed the frontline services that will be covered by the OPFSTS which will cover seven (7) Frontline Services of the Forest Management Sector and five (5) Frontline Services of the Biodiversity Management Sector.

- **Presentation of Proposed OPFSTS for DENR-PENRO Marinduque**

OPFSTS Partner/Consultant Dr. Ronjie Mar L. Malinao thanked the management of the DENR-PENRO Marinduque on the digital collaboration and partnership established between DENR-PENRO Marinduque and Marinduque State College. He mentioned that they are very much willing to collaborate and partner with the DENR-PENRO Marinduque on digitalization initiatives. He briefly gave an introduction/background and mandate of MSC-College of Information and Computing Sciences. He further discussed the processes on the commencement of project, which will undergo series of proposal presentations to MSC Research and Extension Committee, then to be approved by the MSC Academic Council and afterwards by the MSC Board of Trustees.

The proposed information system will initially focus on the five (5) Frontline Services of the Biodiversity Management Sector. He presented the detailed proposal of the project which include the Background and Rationale, Objectives, Project Description, Methodology, Gantt Chart, Project Management, and Wireframes for the proposed information system. Proposed Project Line-Item



Budget (LIB) was also presented which contains the proposed and estimated project cost. Moreover, he discussed the features and functionalities of the online system which covers the online application, monitoring, payment, generation of permits and reports.

Afterwards, Ms. Christine May L. Nabos, Research and Extension Coordinator of MSC-CICS presented the draft Memorandum of Agreement (MOA) between the DENR-PENRO Marinduque and Marinduque State College. Atty. Vicente L. Fabrero II, Legal Researcher of DENR-PENRO Marinduque reviewed and provided initial comments to be incorporated in the draft MOA.

• **Open Forum**

During and after the presentation, participants were given the opportunity to ask questions and clarifications. The following were the concerns raised:

1. System Features and Functionalities

- The DENR-PENRO Marinduque and MSC-CICS will conduct series of meetings/consultations to further discuss the system features and functionalities to be included in the proposed system
- The project title will be revised into Online PENRO Frontline Services on Biodiversity Management System

2. Ownership

- If fully-implemented, the system will be an intellectual property and copyright by DENR-PENRO Marinduque and MSC-CICS

3. System Costs

- Development, implementation and maintenance costs will be shared by DENR-PENRO Marinduque and MSC-CICS

• **Ways Forward**

Below are the summary of agreements of both parties:

1. No funds available allotted and programmed for the development and implementation of the proposed OPFSTS for CY 2023 and CY 2024, thus the following options were identified:
 - a. Request for Supplemental Budget for the development and implementation of the proposed OPFSTS for CY 2024;
 - b. Identify relevant Programs/Projects/Activities (PPAs) where portion of funds can be allotted for the project development and implementation;
 - c. Reduce the cost to be shared by the DENR-PENRO Marinduque as counterpart on the project development and implementation; and
 - d. Review if there are any guidelines on the utilization of collection from the biodiversity revenue deposited to Bureau of Treasury (BoT).
2. PENRO Planning Section/ICT Unit to include in the proposal for CY 2025 the development and implementation of the Online PENRO Frontline Services on Forestry Management System;



3. Submitted proposal shall be reviewed by the DENR-PENRO Marinduque, and comments shall be submitted to MSC-CICS. Revised project proposal and Project Line-Item Budget (LIB) will be presented again by MSC-CICS to DENR-PENRO Marinduque for finalization and approval; and
4. The draft MOA shall be submitted by the MSC-CICS containing the comments given by Atty. Fabrero II for review by the DENR-PENRO Marinduque, and will be presented again by MSC-CICS to DENR-PENRO Marinduque for finalization and approval.

V. CLOSING PROGRAM

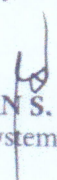
Certificates of Appreciation were awarded to the OPFSTS Team for their commendable effort and assistance extended as Partner/Consultant on the Development and Implementation of Proposed Online PENRO Frontline Services Transaction System (OPFSTS) for DENR-PENRO Marinduque. Group photo-op was taken right after.

Words of Commitment were delivered by Engr. Cynthia U. Lozano, Chief, Technical Services Division. She expressed her gratitude in behalf of the DENR-PENRO Marinduque for their assistance and time in order to present the proposed OPFSTS for DENR-PENRO Marinduque. She is positive that the online system will be developed and implemented in the DENR-PENRO Marinduque as soon as possible to efficiently support the process of the Office when it comes to frontline services application and monitoring.

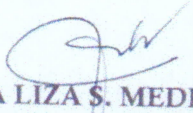
VI. ATTACHMENTS

- Photo Documentation
- Notice of Focus Group Discussion
- Program of Activity
- Attendance Sheets
- Letters

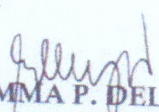
Documented by:


MARK RYAN S. LOZADA
Information Systems Analyst II

Reviewed by:


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

Noted by:


GEMMA P. DELOS REYES
In-Charge, Management Services Division

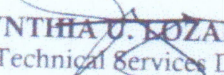

CYNTHIA U. LOZANO
Chief, Technical Services Division

PHOTO DOCUMENTATION

PROGRAM PROPER



Invocation

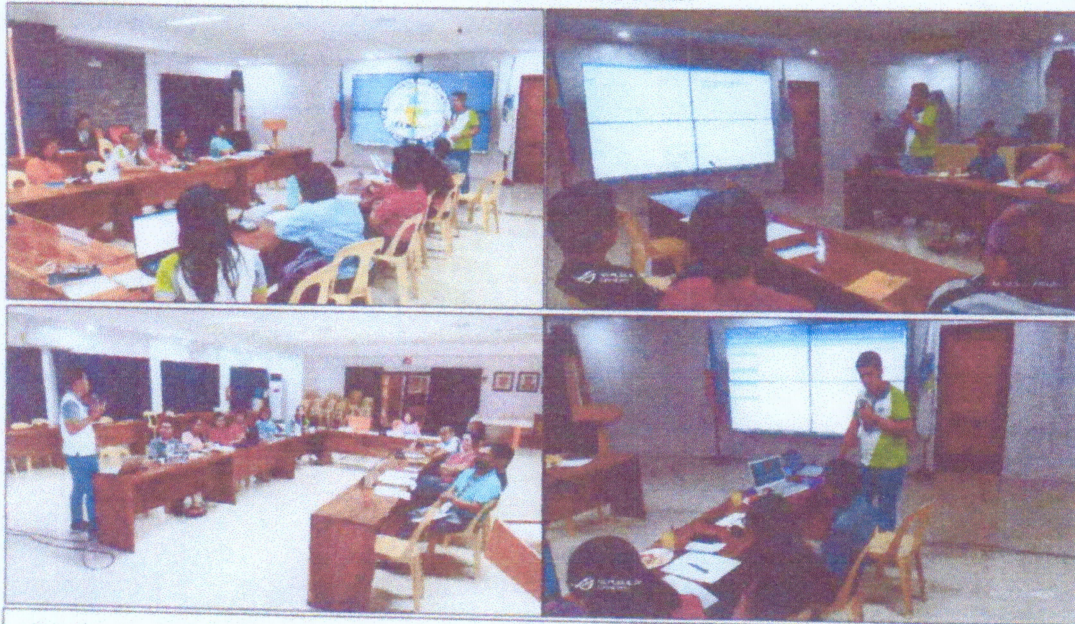


OIC-PENR Officer Imelda M. Diaz delivering her Message



ISA II Mark Ryan S. Lozada on his discussion of the Background and Objectives of the Activity

LECTURE PROPER



Dr. Ronjie Mar L. Malinao, Dean of MSC-CICS delivering his Message, and clear discussion on the detailed proposal for the proposed Online PENRO Frontline Services and Transaction System (OPFSTS) for DENR-PENRO Marinduque



Ms. Christine May L. Nabos, Research and Extension Coordinator of MSC-CICS presents the draft Memorandum of Agreement (MOA) between the DENR-PENRO Marinduque and Marinduque State College

THE PARTICIPANTS ATTENTIVELY LISTENING TO THE LECTURE PROPER AND ACTIVELY PARTICIPATING DURING THE OPEN FORUM





CLOSING PROGRAM



Cynthia U. Lozano, Chief, Technical Services delivering her Words of Commitment during the Closing Program

AWARDING OF CERTIFICATES OF APPRECIATION TO MARINDUQUE STATE COLLEGE



GROUP PHOTO-OP





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

November 16, 2023

MEMORANDUM

TO : The Chief, Technical Services Division (TSD)
The In-Charge, Management Services Division (MSD)
The Chief, Regulation and Permitting Section
The In-Charge, Planning Section
The Chief, Administrative Section
The Head, Wildlife Resource Permitting Unit
The Head, Forest Resource Utilization Unit
The Head, Survey and Mapping Unit
The Head, Records Management Unit
The Head, Cashiering Unit
The Information Systems Analyst II/ICT Focal
The Receiving and Releasing Personnel
The ICT Staff

FROM : The OIC - PENR Officer

SUBJECT : **CONDUCT OF FOCUS GROUP DISCUSSION (FGD)/
CONSULTATION MEETING ON THE DEVELOPMENT
AND IMPLEMENTATION OF PROPOSED ONLINE
PENRO FRONTLINE SERVICES TRANSACTION
SYSTEM (OPFSTS)**

Please be informed that there will be a Focus Group Discussion (FGD)/ Consultation Meeting on the development and implementation of Proposed Online PENRO Frontline Services Transaction System (OPFSTS) on November 21, 2023, 01:00 PM at the DENR-PENRO Conference Hall.

Attendance is a MUST.

TSD - 11/20
MSD - 11/20
Reg. Per. - 11/20
Plan. - 11/20

Mem. Jo - 11/20
Jenine - 11/20

MSD - 11/20/23
Reg. Per. - 11/20/23
Plan. - 11/20/23
Jenine - 11/20
Andrew - 11/20
Mamuel - 11/20
Jenine - 11/20

IMELDA M. DIAZ

PROGRAM



**FOCUS GROUP DISCUSSION (FGD)/
CONSULTATION MEETING ON THE
DEVELOPMENT AND IMPLEMENTATION OF THE
PROPOSED ONLINE PENRO FRONTLINE SERVICES
TRANSACTION SYSTEM (OPFSTS)**

21 November 2023

DENR-PENRO Conference Hall

1:00 PM - 04:00 PM

Arrival & Registration

Secretariat

Invocation

AVP

Welcome Message

For. Imelda M. Diaz
PENRO

Introduction of
Participants

Janine Mae Semilla
Administrative Assistant

Presentation of
Objectives and
Background of the
Activity

Mark Ryan Lozada
ISA II

Presentation of Proposal

Dr. Ronjie Mar Malinda
Dean, CICS
OPFSTS Consultant

Christine May Nabos
R & E Coordinator
MSC-CICS

Open Forum

Secretariat

Ways Forward

Awarding of Certificate
of Appreciation

Words of Commitment

Engr. Cynthia U. Lozano
Chief, TSD

Homeward Bound



FOCUS GROUP DISCUSSION (FGD)/ CONSULTATION MEETING ON THE DEVELOPMENT AND IMPLEMENTATION OF PROPOSED ONLINE PENRO FRONTLINE SERVICES TRANSACTION SYSTEM (OPFSTS) FOR DENR-PENRO MARINDUQUE

November 21, 2023, 01:00 PM
DENR PENRO Conference Hall


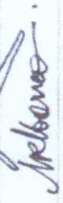





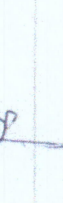
NO.	NAME	SEX		OFFICE/ DIVISION/ SECTION/ UNIT	POSITION/ DESIGNATION	SIGNATURE
		M	F			
1.	CHRISTINE MAY L. MABAY		✓	MSC - CICS	Facility / R & T Coordinator	
2.	RODIE MAR L. PALMAY	✓		INCC - CICS	DEAN	
3.	JHONNA LIZA S. MEDENKA		✓	DENR- PENRO Marinduque - Planning Section	PO II	
4.	JANINE INDE SERRILLA		✓	PENRO - MSD - Admin	WTA	
5.	EDEN P. PALACAR	✓		PENRO - MSD / Admin	AD III	
6.	SOCKY P. PASTORA		✓	MSD	Adm. Asst. I	
7.	GAMMA P. DELAS RUYOS		✓	MSD	PO III / In-Charge, MSD	
8.	INIELA M. DIAZ		✓	PENRO	6IC - PENRO	
9.	ANDREA S. ALVARO	✓		MSD / Admin / Computing Unit	AS I	
10.	MANUEL MUMBA	✓		ADMIN MSD	PO I	
11.	JOAN P. DIAZ	✓		ASD / PPS	Law III / PPS	



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

**FOCUS GROUP DISCUSSION (FGD)/ CONSULTATION MEETING ON THE DEVELOPMENT AND
IMPLEMENTATION OF PROPOSED ONLINE PENRO FRONTLINE SERVICES TRANSACTION SYSTEM (OPFSTS)
FOR DENR-PENRO MARINDUQUE**

November 21, 2023, 01:00 PM
DENR PENRO Conference Hall

NO.	NAME	SEX		OFFICE/ DIVISION/ SECTION/ UNIT	POSITION/ DESIGNATION	SIGNATURE
		M	F			
12	Ayethia U. Lozano		✓	TSD	DMO / chief TSD	
13	Mary Rose Barro		✓	DENR PENRO / TSD / RPS	#1	
14	LAURENCE S. LIMBES	✓		DENR PENRO / MSD / PLANNING ICT	GIS OPERATOR	
15	Jumigano	✓		ICT	IT	
16	HAROLD MAGOL	✓		ICT	IT TECH SUPPORT	
17	MARY JOY M. MANAHAN		✓	DENR PENRO / MSD / PLANNING	DATA ENCODER	
18	HEIDI L. CHONG		✓	DENR / MSD / PLANNING	PO	
19	Mark Ryan S. Brada	✓		MSD / Planning / ICT	ISATM	



R4B PENRO Marinduque <penromarinduque@denr.gov.ph>

**Letter for the Conduct of Focus Group Discussion (FGD)/ Consultation Meeting
on the Development and Implementation of Proposed Online PENRO Frontline
Services Transaction System (OPFSTS) on October 23, 2023, 01:00 PM**

3 messages

Ronjie Mar Malinao <malinao.ronjiemar@mscmarinduque.edu.ph>
To: penromarinduque@denr.gov.ph

Fri, Oct 20, 2023 at 11:54 AM

IMELDA M. DIAZ
OIC - PENR Officer
DENR - PENRO Marinduque

Dear Mam Diaz,

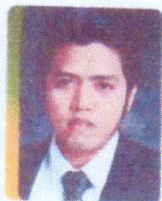
Greetings from Marinduque State College - College of Information and Computing Sciences!

This confirms our attendance at the Focus Group Discussion (FGD)/ consultation meeting on the proposed OPFSTS on October 23, 2023, at 01:00 PM at the DENR-PENRO Conference Hall, 2nd Floor, PENRO Building. The undersign and Christine May L. Nabos - CICS Research & Extension coordinator, will attend the meeting.

We are extending our sincere gratitude for the upcoming partnership and collaboration.

Thank you very much.

Yours sincerely,

**RONJIE MAR L. MALINAO**

Dean

College of Information and Computing Sciences

MARINDUQUE STATE COLLEGEP. Manguera, Sr. Road Tanza, Boac, Marinduque
malinao.ronjiemar@mscmarinduque.edu.ph

SICS_LT_5723_DERN_OSPF_MeetingReply.pdf

146K

R4B PENRO Marinduque <penromarinduque@denr.gov.ph>
To: Ronjie Mar Malinao <malinao.ronjiemar@mscmarinduque.edu.ph>

Fri, Oct 20, 2023 at 11:56 AM

Good day.

This is to acknowledge receipt of your email. Printed and forwarded to Receiving for tracking.

Thank you.

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Republic of the Philippines

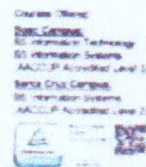
MARINDUQUE STATE COLLEGE

COLLEGE OF INFORMATION AND COMPUTING SCIENCES

Panfilo M. Manguera Sr. Rd., Tarza, Boac, Marinduque

CICS Tel. No. (042) 704-0193 CICS E-mail Address: cics.msc@gmail.com

Website: www.mscmarinduque.edu.ph



October 20, 2023

IMELDA M. DIAZ

OIC - PENR Officer

DENR - PENRO Marinduque

Dear Mam Diaz,

Greetings from Marinduque State College - College of Information and Computing Sciences!

This confirms our attendance at the Focus Group Discussion (FGD)/ consultation meeting on the proposed OPFSTS on October 23, 2023, at 01:00 PM at the DENR-PENRO Conference Hall, 2nd Floor, PENRO Building. The undersign and Christine May L. Nabos - CICS Research & Extension coordinator, will attend the meeting.

We are extending our sincere gratitude for the upcoming partnership and collaboration.

Thank you very much.

Yours sincerely,

RONJIE MAR L. MALINAO, DIT
Dean, CICS

CICS GOAL: "To produce competitive IT professionals and IT enabled individuals who will encourage real innovation for the advancement in the digital era of the province and the country as a whole."

MSC VISION: "Marinduque State College is a research-driven higher education institution pursuing excellence and innovation by 2025."

MSC MISSION: "Marinduque State College is committed to pursue progressive and innovative lifelong education founded on humanistic, professional and technologically advanced programs across cultures and communities by establishing centers of excellence and development and research-driven outreach programs."

SERVING BEYOND EXCELLENCE!



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

October 10, 2023

DR. RONJIE MAR L. MALINAO

Dean
College of Information and Computing Sciences
Marinduque State College
Tanza, Boac, Marinduque

ATTENTION : EUNICE G. DE LUNA
Capstone Project Teacher
College of Information and Computing Sciences

Dear **Dr. Malinao**,

Isang maka-KALIKASANG Paghati po sa inyo!

This refers to your letter dated July 28, 2023, regarding your submitted proposal for the development and implementation of the proposed Online PENRO Frontline Services Transaction System (OPFSTS) for DENR-PENRO Marinduque which aims to streamline and modernize our frontline services.

Relative hereto, we would like to have a Focus Group Discussion (FGD)/ consultation meeting with you and your staff to discuss your submitted proposal on the proposed OPFSTS on **October 23, 2023, 01:00 PM** at the **DENR-PENRO Conference Hall, 2nd Floor, PENRO Building**.

We look forward to collaborate/partner with you on this digital matter. Should you have concern, you may contact ISA II Mark Ryan S. Lozada thru the numbers: (042) 332-1490/ (042) 745-4544.

Thank you very much.

Very truly yours,

IMELDA M. DIAZ
OIC - PENR Officer

PROF. DR. JOSEPH E. ZILJA, Ph.D.

CONCLUSIONS

DR. RONALD MARTI MATINAO

Forestry Services (Internal Services)

1. R04-F-01: Issuance of Private Tree Plantation Registration (PTPR)
2. R04-F-02a: Issuance of Certificate of Verification (COV) for the Transport of Planted Trees Within Province and Non-Timber Forest Products Except Kaino and Bamboo
3. R04-F-02b: Issuance of Certificate of Timber Origin (CTO) for Processed Logs/Lumber From Wood Processing Plant (WPP) to Other WPP or Desired Destinations
4. R04-F-04: Application for Chainsaw Registration
5. R04-F-05: Issuance of Free Logging and/or Harvesting Permit for Trees Affected by Projects of National Government Agencies (DENR, DILG, Dept. of DA, DOH, CHED, DOE, and NIA)
6. R04-F-06: Issuance of Free Logging Permit for Planted Trees and Naturally Growing Trees Found Within Public Places (Public Public Parks, School Premises or Political Subdivisions) for Purposes of Public Safety
7. R04-F-07: Issuance of Private Land Timber Permit (PLTP) for Non-Premium Species, or Special PLTP (SPLTP) for Premium Natural/Cultural Trees Within Private Titled Lands

Land Services (External Services)

1. R04-L-01: Issuance of Certification of Land Classification Status
2. R04-L-02: Issuance of Survey Authority
3. R04-L-03: Application for Free Entry Agricultural
4. R04-L-04: Application for Free Patent (contingent)

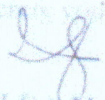
Wildlife Services (Internal Services)

1. Issuance of Certificate of Wildlife Registration
2. Issuance of Wildlife Local Transport Permit (LT)
3. Issuance of Wildlife Farm Permit
4. Issuance of Wildlife Collector's Permit
5. Application for Community-Based Forest Management Agreement (CBFMA)
6. Issuance of Gratulations Permit
7. Water Permit Application

We look forward to hearing from you and coordinate with your office to establish the online system in our Office. We would greatly welcome the opportunity of developing with you a working plan and solution to solve the identified problem in our Office.

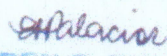
We look forward to partner with you on the digital matter. For further concerns, you may contact us thru telephone nos. (042) 333-1999, (042) 345-4544, and/or email at denr@denr.gov.ph

Thank you very much.

Sincerely,

Digitally signed by Imelda Diaz Mendoza
IMELDA L. DIAZ
DENR - PLNR Officer

"The original of this document is in digital format"

Certified By:


EDEN P. PALACIOS
ADMINISTRATIVE OFFICER



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

July 27, 2023

PROF. DIOSDADO P. ZULUETA, DPA
SUC President III
Marinduque State College
Tanza, Boac, Marinduque

ATTENTION : **DR. RONJIE MAR L. MALINAO**
Dean
College of Information and Computing Sciences

Dear **Dr. Zulueta**,

Isang maka-KALIKASANG Paghati po sa inyo!

The Provincial Environment and Natural Resources Office (PENRO) Marinduque located at Capitol Compound, Barangay Bangbangalon, Boac, Marinduque would like to request technical assistance and support from MSC – College of Information and Computing Sciences as a leading institution in the field of information technology education, research, and technological advancements. The Office recognizes the increasing significance of seamless and secure online transactions in today's digital era. Understanding the expertise and accomplishments of MSC-CICS in this domain, we believe that a collaborative effort will foster substantial progress and bring about a meaningful impact in the industry.

Specifically, technical assistance and support is being sought through the conduct of Focus Group Discussion (FGD) in connection with the design, development, and implementation of the proposed Online PENRO Frontline Services Transaction System (OPFSTS) for DENR-PENRO Marinduque.

The proposed Online PENRO Frontline Services Transaction System (OPFSTS) aims to offer a robust and user-friendly platform that facilitates secure electronic transactions, enabling clients to engage in a wide array of PENRO services with utmost confidence.

The following are the existing frontline services of the Office:

Administrative Services (External Services)

1. RO-AF-01. Issuance of Certification of No Records/Appeal/Motion for Reconsideration, etc.
2. RO-AF-02. Authentication of Record/s

Forestry Services (External Services)

1. RO-F-01. Issuance of Private Tree Plantation Registration (PIPR)
2. RO-F-03a. Issuance of Certificate of Verification (COV) for the Transport of Planted Trees Within Private Land, Non-Timber Forest Products Except Rattan and Bamboo
3. RO-F-03b. Issuance of Certificate of Lumber Origin (CLO) for Processed Logs/Lumber from Wood Processing Plant (WPP) to Other WPP or Desired Destination/s
4. RO-F-04. Application for Chainsaw Registration
5. RO-F-05. Issuance of Tree Cutting and/or Earthballing Permit for Trees Affected by Projects of National Government Agencies (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA)
6. RO-F-06. Issuance of Tree Cutting Permit for Planted Trees and Naturally Growing Trees Found Within Public Places (Plaza, Public Parks, School Premises or Political Subdivisions) for Purposes of Public Safety
7. RO-F-07. Issuance of Private Land Timber Permit (PLTP) for Non-Premium Species, or Special PLTP (SPLTP) for Premium/Naturally-Grown Trees Within Private/Titled Lands

Lands Services (External Services)

1. RO-L-01. Issuance of Certification of Land Classification Status
2. RO-L-02. Issuance of Survey Authority
3. RO-L-03. Application for Free Patent (Agricultural)
4. RO-L-04. Application for Free Patent (Residential)

Biodiversity Services (External Services)

1. Issuance of Certificate of Wildlife Registration
2. Issuance of Wildlife Local Transport Permit (LTP)
3. Issuance of Wildlife Farm Permit
4. Issuance of Wildlife Collector's Permit
5. Application for Community-Based Forest Management Agreement (CBFMA)
6. Issuance of Gratuitous Permit
7. Water Permit Application

We look forward to hearing from you and coordinate with your office to establish the online system in our Office. We would greatly welcome the opportunity of developing with you a suitable plan and solution to solve the identified problem in our Office.

We look forward to partner with you on this digital matter. For further concerns, you may contact us thru telephone nos. (042) 332-1490, (042) 745-4544, and/or email at

Thank you very much.

Sincerely yours,

IMELDA M. DIAZ
OIC - PENR Officer

DR. ROBERT MURIEL MATHIAS

NOTES

Forestry Services (External Services)

1. RO-F-01: Issuance of Private Tree Plantation Registration (PTPR)
2. RO-F-02: Issuance of Certificate of Verification (COV) for the Transport of Planted Trees Within Private Land, Non-Forest Tree Products (except Rattan and Bamboo)
3. RO-F-03: Issuance of Certificate of Lumber Origin (CLO) for Processed Logs/Lumber from Wood Processing Plant (WPP) to Other WPP or Desired Destination
4. RO-F-04: Application for Chainsaw Registration
5. RO-F-05: Issuance of Tree Cutting and/or Canthaling Permit for Trees Affected by Projects of National Government Agencies (DPWH, DOLE, DepEd, DA, DOH, CHED, DICT, and NTA)
6. RO-F-06: Issuance of Tree Cutting Permit for Planted Trees and Naturally Growing Trees Found Within Public Places (Plant, Public Parks, School Premises or Political Subdivisions) for Purposes of Public Safety
7. RO-F-07: Issuance of Private Land Timber Permit (PLTP) for Non-Premium Species, or Special PLTP (SPLTP) for Premium Naturally-Growing Trees Within Private-Titled Lands

Land Services (External Services)

1. RO-L-01: Issuance of Certification of Land Classification Status
2. RO-L-02: Issuance of Survey Authority
3. RO-L-03: Application for Tree Patent (Agricultural)
4. RO-L-04: Application for Tree Patent (Residential)

Wildlife Services (Internal Services)


1. Issuance of Certificate of Wildlife Registration
2. Issuance of Wildlife Local Transport Permit (LTP)
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4. Issuance of Wildlife Collector's Permit
5. Application for Community-Based Forest Management Agreement (CBFMA)
6. Issuance of Citations Permit
7. Water Permit Application

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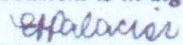
Thank you very much.

Sincerely yours,


Digitally signed
by Diaz
Imelda
Mendoza
IMELDA M. MENDOZA
Off. - DENR Officer

"The original of this document is in digital format"

Certified By:


EDEN P. PALACIOS
ADMINISTRATIVE OFFICER



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

July 27, 2023

DR. RONJIE MAR L. MALINAO

Dean

College of Information and Computing Sciences

Marinduque State College

Tanza, Boac, Marinduque

ATTENTION

:

EUNICE G. DE LUNA

Capstone Project Teacher

College of Information and Computing Sciences

Dear **Dr. Malinao**,

Isang maka-KALIKASANG Pagbati po sa inyo!

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4. RO-L-04. Application for Free Patent (Residential)

Biodiversity Services (External Services)

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Thank you very much.

Sincerely yours,

IMELDA M. DIAZ
OIC – PENR Officer