



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

22

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**

Capitol Compound, Barangay Bangbangalon, Boac, Marinduque  
Telephone nos. (045) 471-1400/471-2116/471-2117/471-2118/471-2119  
E-mail: [imelda.m.diaz@denr.gov.ph](mailto:imelda.m.diaz@denr.gov.ph)  
Email: [denrmarinduque@denr.gov.ph](mailto:denrmarinduque@denr.gov.ph)



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**IMELDA M. DIAZ**



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

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Digitally signed  
by Diaz  
Imelda  
Mendoza  
**IMELDA M. DIAZ**

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

November 23, 2023

**MEMORANDUM**

**FOR** : The OIC, Regional Executive Director  
DENR MIMAROPA Region

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

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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) 332-1480/(042) 332-0727/(042) 332-0927/(042) 332-1913  
Website: <https://penromarinduque.gov.ph/>  
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Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

DR. J. B. G. S.

November 22, 2023

**MEMORANDUM**

**FOR** : The OIC – PENR Officer

**THRU** : The In-Charge, Management Services Division *J. B. G. S. 11/23/23*

**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.

*J. B. G. S.*  
**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**

<b>A. Activity</b>	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>B. Participants</b>	<p>From DENR-PENRO Marinduque:</p> <ol style="list-style-type: none"><li>1. Imelda M. Diaz, OIC – PENR Officer</li><li>2. Cynthia U. Lozano – Chief, Technical Services Division</li><li>3. Gemma P. Delos Reyes - In-Charge, Management Services Division</li><li>4. Simeon R. Diaz – Land Management Officer III/ Chief, Regulation and Permitting Section</li><li>5. Jhonna Liza S. Medenilla – Planning Officer II/ In-Charge, Planning Section</li><li>6. Eden P. Palacios - Administrative Officer IV/ Chief, Administrative Section</li><li>7. Mark Ryan S. Lozada - Information Systems Analyst II/ ICT Focal</li><li>8. Mary Rose L. Borreo – Forester I/ Head, Wildlife Resource Permitting Unit &amp; Head, Survey &amp; Mapping Unit</li><li>9. Paul Brian D. Mijares – Forester I/ Chief, Forest Resource Utilization Unit</li><li>10. Jelomy H. Mahayag – Forester I/ Chief, Water Resource Utilization Unit</li><li>11. Andrew E. Aldovino – Administrative Officer I/ Head, Cashiering Unit</li><li>12. Manoel Christian S. Munar - Administrative Officer I/ Head, Records Management Unit</li><li>13. Jocelyn P. Pastoral - Administrative Assistant I/ Staff, Personnel Unit</li></ol> <p>From Marinduque State College</p> <ol style="list-style-type: none"><li>1. Dr. Ronjie Mar L. Malinao – Dean, College of Information and Computing Sciences/ Partner/Consultant, OPFSTS</li><li>2. Christine May L. Nabos – Research and Extension Coordinator, College of Information and Computing Sciences</li></ol>



<b>C. Activity Venue</b>	DENR-PENRO Conference Hall, Capitol Compound, Barangay Bangbangalon, Boac, Marinduque
<b>D. Activity Date</b>	November 21, 2023
<b>E. Presiding Officers</b>	1. PENRO Imelda M. Diaz – DENR Marinduque 2. Dr. Ronjie Mar L. Malinao – MSC-CICS
<b>F. Facilitators</b>	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 Bangbangalon, 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.

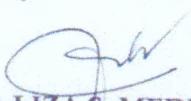
## VI. ATTACHMENTS

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

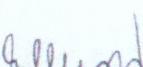
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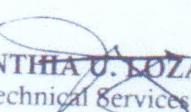
  
**MARK RYAN S. LOZADA**  
Information Systems Analyst II

Reviewed by:

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

Noted by:

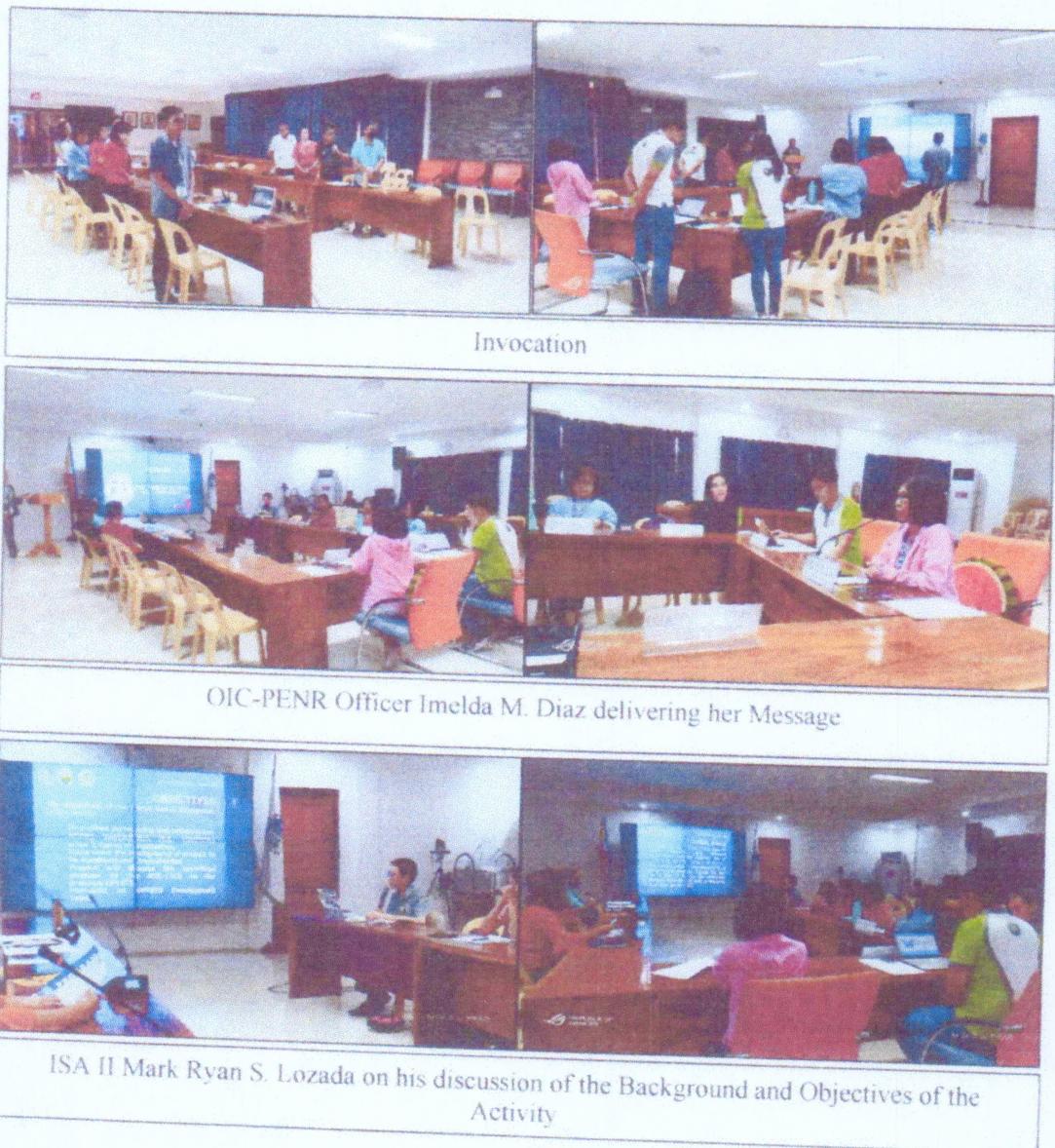
  
**GEMMA P. DE LOS REYES**  
In-Charge, Management Services Division

  
**CYNTHIA U. LOZANO**  
Chief, Technical Services Division

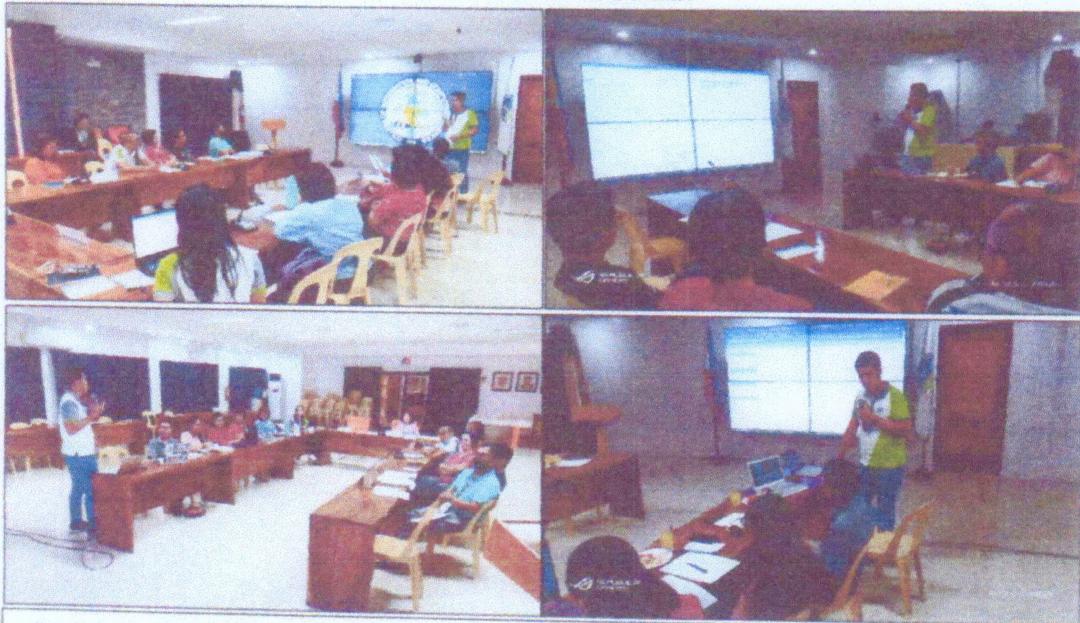


## PHOTO DOCUMENTATION

### PROGRAM PROPER



## 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.

BSB - 10/20  
WWR - 10/20  
TIN Eden - 10/20  
TIN JMWPM - 10/20  
MAMH 10/20  
DR. Rose - 10/20  
DR. Paul P. - 10/20  
DR. Jel - 10/20  
DR. Andrew - 10/20  
DR. Manuel - 10/20

*Imelda M. Diaz*  
**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)**

1:00 PM - 04:00 PM

## Invocation

## Welcome Message

## Presentation of Objectives and Background of the Activity

## Open Forum

### Secretariat

## Ways Forward

## Awarding of Certificate of Appreciation



**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 M      F	OFFICE/ DIVISION/ SECTION/ UNIT	POSITION/ DESIGNATION	SIGNATURE
1.	Christine May L. Malibay	/	MSD - C1C5	Family / R&E Coordinator	
2.	Portie Mae L. Malibay	/	MSC - CICT	Res.	
3.	Jhonna Liza S. Medenita	/	DEME- PENRO Marinduque - Planning Section	PO I	
4.	Jayne Mae Samilia	/	PENRO - MSD - Admin	WAH	
5.	Eden P. Palacio	/	PENRO - MSD / Admin	ADIV	
6.	Socelyn P. Pastora	/	do -	Adm. Asst. I	
7.	Gemma P. Dela Pena	/	MSD	PO III / In-Charge, MSD	
8.	Indela M. Diaz	/	PENRO	OIC - PENRO	
9.	Andreas F. Borneo	/	MSD / Admin / Cashier	Asst 1	
10.	Manuel Muna	/	PO III MSD	PO II	
11.	Giam P. Diaz	/	TSO / PPS	Loc III / PPS	



**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.	Agatha U. Lozano	/		IT SP	DOYR / chief TSP	<i>Agatha U. Lozano</i>
13.	Mary Rose Borreo	/		DENR PENRO / RSD / RPS	#1	
14.	LAWRENCE S. LINNESE	/		DENR PENRO / RSD / PLANNING	GIS OPERATOR	<i>Lawrence S. Linne</i>
15.	Julianne	/		ICT	IT	<i>Julianne</i>
16.	Harold Moller	/		ICT	IT TEST SUPPORT	<i>Harold Moller</i>
17.	MARY JOY M. MANAHAN	/		DENR PENRO / RSD / PLANNING	DATA ENCODER	<i>Mary Joy M. Manahan</i>
18.	MARY L. CYCLE	/		DATA / MGR / PLANNING	PC /	<i>Mary L. Cycle</i>
19.	Mark Ryan S. Lizarda	/		MSO / PLANNING / ICI	ISDN	<i>Mark Ryan S. Lizarda</i>



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 COLLEGE**  
P. Manguera, Sr. Road Tanza, Boac, Marinduque  
malinao.ronjiemar@mscmarinduque.edu.ph

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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.

[Quoted text hidden]



Republic of the Philippines  
**MARINDUQUE STATE COLLEGE**  
COLLEGE OF INFORMATION AND COMPUTING SCIENCES  
Panfilo M. Manguera Sr. Rd., Tanza, Boac, Marinduque  
CICS Tel No: (042) 704-0193 CICS E-mail Address: [cics.msc@gmail.com](mailto:cics.msc@gmail.com)  
Website: [www.mscmarinduque.edu.ph](http://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 (FCD)/ 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



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

Marinduque, Philippines

DR. RONALD MARC MALLENA

Executive

DR. Ronald Marc Mallenaa  
Executive Secretary  
Marinduque Natural Resources  
E-mail: [dmallen@pennro.gov.ph](mailto:dmallen@pennro.gov.ph)

ATTENTION

EDEN P. PALACIOS

Administrative Officer

Delivery of this message and its contents is confidential.

DR. Ronald Marc Mallenaa

Marinduque Natural Resources

This letter is to give you prior notice of the hearings from organized groups for the discussion and deliberation of the proposed license of the proposed Marinduque Natural Resources Corporation (MNR) for the Bellanca Wind Turbines which will be organized and conducted on another day.

Marinduque Natural Resources will be holding a hearing of the proposed license of the proposed MNR for the Bellanca Wind Turbines which will be organized and conducted on another day. You must be present your organization to present the proposed MNR for the Bellanca Wind Turbines which will be organized and conducted on another day.

We look forward to a better response regarding the digital earlier. Should you have any questions, you may contact DR. R. Marc Mallenaa through the number (035) 443-0000 and (035) 443-0001.

DR. RONALD MARC MALLENA

  
Digitally  
signed  
by Diaz  
Imelda  
Mendoza  
EDEN P. PALACIOS  
ADMINISTRATIVE 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**

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 Pagbati 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, 2<sup>nd</sup> 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



#### Forestry Services of Natural Resources

1. RFO-01 Issuance of Private Live Plantation Registration (PLR)
2. RFO-02 Issuance of a certificate of movement of CPO for the Transport of Planted Trees Within Province and Non-Trade Timber Products Except Rattan and Bamboos
3. RFO-03 Issuance of Certificate of Consignment Origin (CO) for Processed Log/ Timber from Wood Processing Plant (AWP) to Other AWP or Foreign Destination
4. RFO-04 Application for Timber Registration
5. RFO-05 Issuance of Tree Cutting and/or Transferring Permit for Trees Affected by Projects of National Government Agencies/Local Government Units (LGUs), CHIE, and NIA
6. RFO-06 Issuance of Tree Cutting Permit for Planted Trees and Naturally Growing Trees Found Within Public Places, Parks, Public Parks, School Premises or Political Subdivisions for Preserves of Public Parks
7. RFO-07 Issuance of Private Land Survey Permit (PLS) for Non-Indigenous Species, or Special PLSP and LIP for Protected Indigenous Species Trees Within Private Title Lands

#### Land Services of Natural Resources

1. LSL-01 Issuance of Certification of Land Classification Status
2. LSL-02 Issuance of Survey Authority
3. LSL-03 Application for Free Patent Agreements
4. LSL-04 Application for Tree Patents (Certificates)

#### Geological Services of Natural Resources

1. Geologist's Certificate of Mining Registration
2. issuance of Mining Land Development Plan (PLD)
3. issuance of Mining Farm Permit
4. issuance of Mining Collection Plan
5. Application for a Sustainable Natural Resource Management Agreement (SNRMA)
6. Boundary of Contractual Permit
7. Water Permit Application

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

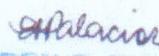
We look forward to partner with you on this digital manner. For further inquiries, you may contact us thru telephone nos. (043) 732-2000, 0922-738-1544, and/or email at [dpalacios@dnr.gov.ph](mailto:dpalacios@dnr.gov.ph)

Thank you very much

Sincerely yours,  
Digitally signed  
by Diaz  
Imelda  
MELDA NEZOZA  
0922-738-1544

"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 pa 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 (PTPR)
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 - PFNR Officer

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*"The original of this document is in digital format."*

Certified By: *Eden P. Palacios*  
EDEN P. PALACIOS  
ADMINISTRATIVE OFFICER

Digitally signed  
by Diaz  
Imelda  
IMELDA M. DIAZ  
Date: 2024-01-16 10:00:00



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

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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

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Thank you very much.

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**IMELDA M. DIAZ**  
OIC - PENR Officer