



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA REGION**

**MEMORANDUM**

**TO :** ALL PENR OFFICERS  
THE CHIEF, ADMINISTRATIVE DIVISION

**FROM :** THE OIC, REGIONAL EXECUTIVE DIRECTOR

**SUBJECT :** **SUBMISSION OF DENR BUILDING PROPOSALS FOR  
CY 2025 EXTENDED UNTIL 10 JANUARY 2024**

**DATE :** **DEC 20 2023**

This pertains to the memorandum dated 06 December 2023 from the Director, Administrative Service, Rolando R. Castro, relative to the agreements reached during the DENR Building Construction Management Committee (DBCNC) Strategic Planning Workshop on the establishment of Building Database and Roadmap conducted on 20-22 September 2023 in Region 3.

Based on item No. 2 in the Minutes of the abovementioned workshop, the respective offices were recommended to submit all DENR Building Proposals for CY 2025 including all required attachments. The copy of Issues and Concerns and Proposed DENR Requirements for Project Proposals for submission to DBM is attached for reference.

In this regard, please submit the DENR Building Proposals for CY 2025 using the database form including all required attachments on or before January 10, 2024 to the undersigned thru email address: [admimar4b@gmail.com](mailto:admimar4b@gmail.com) for consolidation and endorsement to Central Office.

OFFICE	PROPOSAL	AMOUNT (P)
2025 SUMMARY OF PROPOSALS / ESTIMATES		

For your immediate action/compliance



Department of Environment  
and Natural Resources  
MIMAROPA Region



Doc ID: 124425

**FELIX S. MIRASOL, JR., CESO IV**

**PROPOSED DENR REQUIREMENTS FOR PROJECT PROPOSALS for submission to DBM**

- 1) Draft Terms of Reference/Scope of Work
- 2) Floor Plans/Structural/Architectural Design
- 3) Bill of Quantities
- 4) Geotagged Picture/s of Area where the Construction will ensue or the part to be repair/completed
- 5) Proof of Ownership (Title or Deed of Donation)
- 6) Geo-hazard Clearance issued by the Mines and Geosciences Bureau
- 7) **Earthquake Hazard Assessment from DOST-Philvocs**
- 8) DPWH recent standard cost estimates

\*(Section 7, National Budget Memorandum No. 142 dated 12 January 2022)

\*This might be one of the following:

- a. Endorsement Memorandum from DPWH
- b. Cost Estimates certified by the DPWH
- c. Construction Materials Price Data (CMPD) requested from the DPWH

**\*NOTES:**

- a. Minor repairs such as repair/renovation of office rooms are not required to submit DPWH recent standard cost estimates
- b. Using the same Geohazard Certification and/or Earthquake Hazard Assessment of projects in one location such as two separate office renovations within the same building or area is allowed.



Republic of the Philippines  
Department of Environment and Natural Resources

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**BAGONG PILIPINAS**

**MEMORANDUM**

**FOR :** **THE DIRECTORS**  
EMB, FMB, MGB, BMB, LMB, ERDB

**THE REGIONAL EXECUTIVE DIRECTORS**  
DENR Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, CAR and NCR

**ATTENTION :** **DBCMC FOCAL PERSONS**  
EMB, FMB, MGB, BMB, LMB, ERDB  
DENR Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, CAR and NCR

**FROM :** **THE DIRECTOR**  
Administrative Service

**SUBJECT :** **DEADLINE FOR THE SUBMISSION OF DENR BUILDING PROPOSALS FOR CY 2025**

**DATE :** 06 December 2023

This is relative to the agreements reached during the DENR Building Construction Management Committee (DBCMC) Strategic Planning and Workshop on the Establishment of Building Database and Roadmap conducted on 20-22 September 2023 in Region 3. Based on item no. 2 in the minutes of the abovementioned workshop, the respective offices were recommended to submit all DENR building proposals for CY 2025 including all required attachments before the end of December 2023.

However, to give way for various year-end activities of the Department, **the deadline of the submission for the DENR building proposals for CY 2025 shall be extended to 15 January 2024.**

For inquiries and/or clarifications, you may contact telephone no. (02) 926-2535 or (02) 929-6626 loc. 2284 and look for Engr. Randy L. Tiin or Engr. Jeffrey Bancifra of the Building Management Section (BMS)/DBCMC-TWG Secretariat.

For your information and guidance.

**ROLANDO R. CASTRO**  
Director, Administrative Service

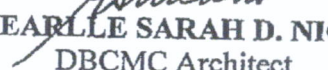
**ANNEX 1: MINUTES OF MEETING - SUMMARY OF MAJOR ISSUES AND CONCERNS IN THE DENR  
BUILDING/INFRASTRUCTURE MANAGEMENT**

Concerns	Agreements	Concerned offices/Remarks
1) DBM Requirements for the Projects and Lack of Guidelines for DENR Buildings	<ul style="list-style-type: none"> <li>a) The DBCMC Technical Working Group shall finalize the Building Construction Guidelines within 4<sup>th</sup> Quarter of CY 2023.</li> <li>b) Further, the DBCMC TWG shall look into the underlying foundation/legal basis of the Department of Budget and Management's budget prerequisites for infrastructure projects such as but not limited to the proof of ownership.</li> </ul>	DBCMC TWG
2) Submission of Requirements	<ul style="list-style-type: none"> <li>a) Standard documents and necessary requirements for all proposed activities shall be continuously submitted to the Policy and Planning Service.</li> <li>b) Distinct sets of documents for pertaining to buildings and structures under GAS shall be submitted to the Administrative Service thru the DBCMC</li> <li>c) Recommended submission of 2025 proposals - December 2023</li> <li>d) Project Proposals with high cost are recommended to be by Phase.</li> </ul>	Regional Offices and Bureaus
3) For Bill of Quantities/Estimates	<ul style="list-style-type: none"> <li>a) Estimates for construction and major rehabilitation provided by the offices shall be coordinated to and certified by DPWH</li> <li>b) Documents provided by DPWH such as estimates is good as is with endorsement.</li> <li>c) <i>Note: Minor repair and renovation does not need DPWH certification</i></li> </ul>	Regions and Bureaus
4) Urgent funds for damage structures calamities	<ul style="list-style-type: none"> <li>a) Downloaded funds for approved proposals may be realigned to repair buildings and or offices affected by disasters or force majeure such as but not limited to flash floods, typhoons, earthquakes and volcanic eruptions.</li> <li>b) A Request for Realignment and Justification that the repair is urgent and caused by calamities shall be forwarded to the Financial and Management Service for Clearance.</li> <li>c) As for the remaining from the realigned funds, another request for completion of the subject project may be requested to finish the original infrastructure project.</li> </ul>	DENR Regional Offices and Financial and Management Service
5) Hiring of Technical (COS)	<ul style="list-style-type: none"> <li>a) Due to the need of additional technical personnel, the DENR Bureaus and Regional Offices requested for a new position for DBCMC Activities.</li> </ul>	Policy and Planning Service,

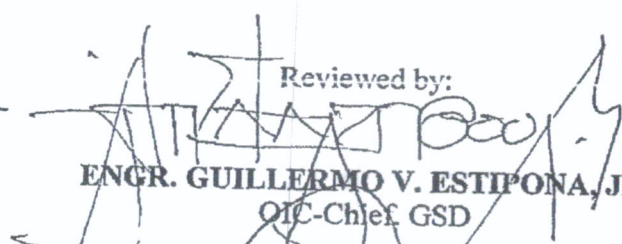
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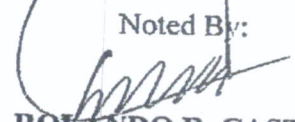
	<p>b) The Policy and Planning Service Focal Person shall raise the concern to be aligned/incorporated in the Operational Planning Guidelines which shall be discussed within 4<sup>th</sup> Quarter of 2023.</p> <p>c) Regional Offices are advised to coordinate with Policy and Planning Service and respective Regional Planning Divisions</p>	Regional Offices and DBCMC TWG
6) The DENR has no baseline inventory of DENR Infrastructures	<p>a) Completion of Initial inventory and database under GASS on October 6, 2023.</p> <p>b) Infrastructures under Programs Activities and Projects (PAP) shall be added upon completion of infrastructure under GASS.</p>	DBCMC Focal Persons
7) Travel Schedule	Target sites to be inspected in October 2023: Regions 7 & 12	DBCMC TWG Secretariat
	Regions without engineering personnel shall be visited subject to availability of funds (i.e. Regions 10 & 6).	DBCMC TWG Secretariat
	NCR and CAR shall be scheduled in November or December.	DBCMC TWG Secretariat
8) Sharing of Knowledge to Regional Offices Technical Personnel	October - Online orientation for DENR Building Inventory and Initial Database	DBCMC TWG Secretariat
9) Other Issues and Concerns	<p>a) Recommendation of the Administrative Service to have Workshops by Cluster</p> <p>b) DENR Offices shall follow the DENR Official Façade particularly the paint colors subject to availability of funds and prioritization.</p>	Administrative Service

Prepared by:

  
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DBCMC Architect

  
**ENGR. JEFFREY BANCIFRA**  
Engineer II

  
Reviewed by:  
**ENGR. GUILLERMO V. ESTIPONA, JR.**  
OIC-Chief, GSD

  
Noted By:  
**ROLANDO R. CASTRO**  
Director, Administrative Service