

Republic of the Philippines Department of Environment and Natural Resources MIMAROPA Region

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

April 14, 2023

MEMORANDUM

FOR

The Regional Executive Dirtector

1515 DENR By the Bay Bldg., Roxas Blvd.

Barangay 668, Ermita, Manila

THRU

The ARD for Technical Services

FROM

The OIC, PENR Officer

SUBJECT

CONSOLIDATED ZERO BACKLOG REPORT OF DENR OCCIDENTAL MINDORO AS PRESCRIBED BY REPUBLIC

ACT (RA) 11032 AND ITS IMPLEMENTING RULES AND

REGULATIONS (IRR)

Respectfully submitted is the Consolidated Zero Backlog Report of DENR Occidental Mindoro as prescribed by Republic Act (RA) 11032 and its Implementing Rules and Regulations (IRR) for the period covered March 7 to December 31, 2022.

For information and record.

ERNESTO E. TAÑADA

TSD-RPS



ZERO BACKLOG PROGRAM

ANNEX "A"

Implementing Office Program Objective Program Title/Name Department/Agency Records Unit, Forestry and Wildlife Utilization Unit and Provide/Render fast, efficient, convenient and reliable services to people in accordance with IRR of RA 11032 and ARTA MC No. 2020-02 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES Regulation and Permitting Section DENR - CENRO, San Jose, Occidental Mindoro 07 March to 31 December 2022 Zero Backlog for Administrative, Forestry, and Land Services Issuance of services as per ARTA MC No. 2020-02 and Citizens Charter Process Flow

Date Implemented

Target Output



Program Description

This office is responsible to ensure compliance with Implementing Rules and Regulations of Republic Act 11032 and ARTA MC No. 2020-02 and adhere to the responsibility to render fast, efficient, convenient and reliable services.

Some of critical services offered by the office are under Regulation and Permitting Section and Records Unit which frequently requested by clients/customers.

Thus, this office supports the Anti-Red Tape Authority (ARTA) as per Sec. 2 of Republic Act 11032 which declares the State policy promotion of integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turn-around of the delivery of government

services and the prevention of graft and corruption in government.

Records Unit	Office	Matrix of Service
Issuance of certification of no records/appeal/motion for reconsideration, etc.	Name of Services	Matrix of Services and Plan of Action
f Simple, complex	Classificat ion (Simple, Complex, Highly Technical (Based from SPICS 2022)	
1 (40/50) Mo Days RQST M 9 13 A 4 7 M 3 3 J 1 1 J 4 4 A 4 4	Average Number of Applications/request/lice nse/permit/clearances, etc. received per day (Based from SPICS 2022)	
1 (50/50)	Average Number of applications/r equests/licen ses/permit/cl earance, etc. processed within the prescribed processing time (Based from SPICS 2022)	
3 (40/13) SEM TAT PD 1 17 10 2 23 3 T 40 13	Average Number of applications/requests/licenses/permit/clearance, etc. ISSUED within the processing time (Based from SPICS 2022)	
Verification of request before processing	Intervening Factors for the gap (i.e. limited IT infrastructure, unavailable signatories, etc. (Based from SPICS 2022)	
Issuance of services by electronic methods	Plan of Action to address the gap (i.e. Streamlining, Digitalization) (Based from SPICS 2022)	

RPS - Forestry and Wildlife Utilitzation Unit	Records Unit
Issuance of Tree Plantation Registration	Document for authentication for general circulation documents
Complex, Highly Technical	Simple, complex
1(18/26) Mo Days RQST M 4 4 A 2 2 M 1 2 M 1 2 J 1 1 J 2 4 A 3 5 S 3 5 N 0 0 0 D 0 0 0 T 18 26	S 4 4 4 O 2 3 N 8 10 N 8 10 T 40 50 1(115/187) Mo Days RQST M 10 13 A 8 9 M 6 6 J 2 6 J 6 6 J 6 6 J 6 6 N 7 7 S 3 3 O 8 9 N 5 5 D 6 8 T 115 187
1(26/26)	1(187/187)
7(26/4) SEM TAT PD 1 9 4 2 17 0 T 26 4	5(61/13) SEM TAT PD 1 26 9 2 35 4 13 13
Availability of client to pick up, lack of requirements, limited manpower resources	Availability of Client to pick up, elack of Frequirements
As per DAO 2020-18 this service is amended into CTPR, Digitalization	Digitalization/On e Stop Shop Process





RPS - Forestry Application for Simple and Wildlife chainsaw registration Utilitzation Unit Application for Simple Mo Mo Mo Mo Mo Mo Mo M	RPS - Forestry Issuance of certificate and Wildlife of verification (COV) Complex, for the transport of Highly planted trees within Technical private land, non-timber forest products except rattan and bamboo RPS - Forestry Issuance of certificate Simple, COV) Complex, Mo M Highly M A J J N D T	Utilitzation Unit (SMF) M A A M J J J N D D T
Days RQST 2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Days RQST 4 4 4 4 8 8 8 8	
1(17/17)	1(8/8)	
SEM TAT PD 1 4 0 0 2 9 0 0 T 13 0	3(8/3) SEM TAT PD	T 2 1 1 2 1 1 2 1 1 2 1 2 1 2 1 2 1 2 1
N/A	Availability of client to pick up, Availability of prescribed conveyance, early application of customer but they depend on the schedule of prescribed conveyances	
Digitalization	Accept Request when ready to transport due to the short duration of the permit, Digitalization	when complete and final

Regulation and Permitting Section	RPS – Forestry and Wildlife Utilitzation Unit
Issuance of certification of land status and/or certification of survey claimant	Issuance of tree cutting and/or earth balling permit for DPWH projects*
Simple, Complex	Simple, Complex
Mo Days RQST M 3 3 A 3 3 M 3 3 N 3 3	S 3 4 O 2 3 N 1 3 D 1 1 1 T 13 17 Mo Days RQST M 1 2 J J 2 J J 2 N 1 2 N 2 2 N 3 4 N 1 2 N 2 2 N 3 17
1(3/3)	1(2/2)
1 SEM TAT PD 1 3 0 0	2(2/0) SEM TAT PD
N/A	N/A
Digitalization and Procurement of mobile phone for intended for releasing/receiving purposes	Digitalization





Regulation	and	Issuance of survey Simple,	of survey	Simple,	No Transaction	No	No Transaction	No Transaction	Don't accept of
Permitting		authority		Complex		Transaction			process if lack of
Section									requirements

Implementing Results

Processing of documents or services is fast and every offices/unit are aware to check the requirements prescribe in the citizens charter or other related issuances.

ZERO BACKLOG CERTIFICATION

9485, otherwise known as the Anti-Red Tape Act of 2008, and for Other Purposes. Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No.

compliance with Section 1, Rule VII of the IRR of RA 11032, the Ease of doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the I, EFREN L. DELOS REYES, Filipino, of legal age, CENR Officer of DENR-CENR Office, San Jose, Occidental Mindoro, the person responsible and accountable in ensuring following facts:

- The Department of Environment and Natural Resources- CENR Office San Jose, adhere to the responsibility to render fast, efficient, convenient, reliable service.
- The government offices enumerated herein does not have unacted upon/pending transaction exceeding the prescribed processing time as indicated on the Citizen's
- All the services transactions are processed within the prescribed processing time set under R.A. 11032

This certification is being issued to attest the fact that the agency has no backlog transactions for the period covered

IN WITNESS THEREOF, I have set my hand this 13th day of April, 2023 in CENR Office, Labangan, San Jose, Occ. Mindoro, Philippines

(SGD.) EFREN L. DELOS REYES CENRO

Template for Inventory of Licenses, Permits, Certifications, Authorizations, Clearances tagged as a backlog

Name of Government Agency/Office: Name of Office/Department: Name of Service (License, Classification Authorizations, and others) Permit to Cut Permit to transport FLAGT FLAGT Survey Authority Simple	Classification of Service (simp Complex, Highly Technical) Highly Technical Complex Simple	CENRO Sablayan, Occ. Mindoro Processing Time indicated in the Citizens charter (i.e. days/hours/minutes) 7 days 20 days 1 20 days 3 days 9	emnt and Natural Rec. Mindoro Total no. of received applications for the covered period 160	Total no. of pending transactions for the covered period 1	Sent letter to proponent to submit the lacking requirements (2) but until now the said proponents have not complied Submit the lacking requirements (1). The application is still pending in the office due to non compliance with the instruction. Sent letter to the Municipal Mayor of Sablayan to comply with the other requirements. Application is still pending in the office due to non submission of the documents. The concern personnel Engr. Eric Christian D. Custodio, who resigned last March 28, 2022 failed to submit the report. LMO 1 Margaret Yutuc instructed to conduct verification of the 2 lots. The processing of the application is
Name of Service (License, Clearance, Permit, Certification Authorizations, and others)	Classification of Service (simple, Complex, Highly Technical)	Processing Time indicated in the Citizens charter (i.e. days/hours/minutes)	Total no. of received applications for the covered period	Total no. of pending transactions for the covered period	Remarks
	Highly Technical	20 days	81	2	Sent letter to proponent to submit lacking requirements (2) but until no said proponents have not complie
	Complex	7 days	160	1	Submit the lacking requirements (1) application is still pending in the of due to non compliance with the instruction.
	Highly Technical	20 days	1	1	Sent letter to the Municipal Mayor Sablayan to comply with the other requiremetrs. Application is still per in the office due to non submission control documents.
	Simple	3 days	9	2	The concern personnel Engr. Eric Chr D. Custodio, who resigned last Marcl 2022 failed to submit the report. LN Margaret Yutuc instructed to cond verification of the 2 lots.
Free Patent Application		110 days	78	2	The processing of the application is beyond the required 110 days, thus it was considered lapsed. The applicant will be notify to re apply.

Mary Dominique B. Lavadia.	100	100		(Agricultural)
Submitted to PENRO for signature of Engr.	10			Public Land Survey
Mary Dominique B. Lavadia.	131	200		(Residential)
Submitted to PENRO for signature of Engr.	10			Public Land Survey
will be notify to re apply.				
requirements on time and the applicant				Application
applicant failed to submit the	2	233	120 days	Application
beyond the required 110 days. The				700-100-100-100-100-100-100-100-100-100-
The processing of the application is				



Republic of the Philippines Department of Environment and Natural Resources MIMAROPA Region

Community Environment and Natural Resources Office

APR 13 2023

MEMORANDUM

FOR

The Undersecretary

Legal and Administration and the Chairperson,

Committee on Anti-Red Tape (CART)

DENR - Central Office

Visayas, Avenue, Diliman Quezon City

THRU

The OIC, PENR Officer

DENR - PENRO

Mamburao, Occidental Mindoro

FROM

The CENR Officer

SUBJECT

SUBMISSION OF ZERO BACKLOG REPORT AS

PRESCRIBED BY REPUBLIC ACT (RA) 11032 AND ITS

IMPLEMENTING RULES AND REGULATIONS (IRR)

In compliance to the Memorandum from DENR Central Office dated March 20, 2023 anent above-cited subject, respectfully submitted the Zero Backlog Report and Certification of this Office for the period covered 07 March to 31 December 2022 following the prescribed format in excel and PDF Form.

For information and record.

EFREN L. DELOS REYES







ZERO BACKLOG PROGRAM

ANNEX "A"



Date Implemented	07 March to 31 December 2022	Target Output Issuance of services as per ARTA MC No. 2020-02 and Citizens Charter Process Flow	Provide/Render fast, efficient, convenient and reliable services to people in accordance with IRR of RA 11032 and ARTA MC No. 2020-02	Program Title/Name Zero Backlog for Administrative, Forestry, and Land Services	Department/Agency DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES	
		tizens Charter Process Flow	vices to people in accordance with IRR of RA 11032 and ARTA MC	Des	OURCES	



Program Description

responsibility to render fast, efficient, convenient and reliable services. This office is responsible to ensure compliance with Implementing Rules and Regulations of Republic Act 11032 and ARTA MC No. 2020-02 and adhere to the

Some of critical services offered by the office are under Regulation and Permitting Section and Records Unit which frequently requested by clients/customers

Thus, this office supports the Anti-Red Tape Authority (ARTA) as per Sec. 2 of Republic Act 11032 which declares the State policy promotion of integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turn-around of the delivery of government

services and the prevention of graft and corruption in government.

Matrix of Services and Plan of Action	Office								Records Unit	Transport			contact allocations		
nd Plan of Action	Name of Services								Issuance of certification of no	records/appeal/motio	n for reconsideration,	etc.			
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	Average application censes/po	the	from SPICS 2022)					~ (40140)	3 (40/13) SEM	e-solts	2	-			
	Average Number of applications/requests/li censes/permit/clearanc	the prescribed processing time (Based	S 2022)						TAT PD	17 10	23 3	40 13			
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And the comment of the state of the comment of the state	Plan of Action to address the gap (i.e.	Digitalization) (Based from	SPICS 2022)						Issuance of services by	electronic	methods				

			Records Unit													1	and Wildlife	Utilitzation Unit											
			Document	authentication for	general circulation	documents										Issuance of Tree	Plantation	Registration											
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3
No Transaction

Implementing Results

Processing of documents or services is fast and every offices/unit are aware to check the requirements prescribe in the citizens charter or other related issuances.

EFREN L. DELOS REYES CENR Officer



ANNEX "C"

ZERO BACKLOG CERTIFICATION

ZERO BACKLOG CERTIFICATION

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2008, and for Other Purposes.

I, EFREN L. DELOS REYES, Filipino, of legal age, CENR Officer of DENR – CENR Office, San Jose, Occidental Mindoro, the person responsible and accountable in ensuring compliance with Section 1, Rule VI of the IRR of RA 11032, the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

1) The Department of Environment and Natural Resources - CENR Office San Jose, adhere to the responsibility to render fast, efficient, convenient, reliable service.

2) The government offices enumerated herein does not have unacted upon/pending transaction exceeding the prescribed processing time as indicated on the Citizen's Charter

3) All the services/transactions are processed within the prescribed processing time set under R.A. 11032.

This certification is being issued to attest to the fact that the agency has no backlog transactions for the period covered.

IN WITNESS THEREOF, I have set my hand this 13th day of April, 2023 in CENR Office, Labangan, San Jose, Occidental Mindoro, Philippines.

EFREN L. DELOS REYES
CENR Officer
DENR



Republic of the Philippines

Department of Environment and Natural ResourcesMIMAROPA Region

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

National Road, Brgy.Sto. Niño, Sablayan, Occidental Mindoro

E-mail: cenrosablayan@denr.gov.ph

April 11, 2023

MEMORANDUM

FOR :

The Regional Executive Director

DENR-MIMAROPA Region

1515 DENR by the Bay Building, Roxas Boulevard,

Barangay 668, Ermita Manila

THRU

The Provincial Environment and Natural Resources Officer

FROM

The Community Environment and Natural Resources Officer

SUBJECT

SUBMISSION OF ZERO BACKLOG REPORT AS

PRESCRIBED BY REPUBLIC ACT (RA) 11032 AND ITS

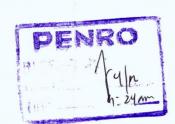
IMPLEMENTING RULES AND REGULATIONS (IRR).

Relative to the memorandum of the Undersecretary for Legal and Administration, and Chairperson, DENR's Committee on Anti-Red Tape (CART), Atty. Ernesto D. Adobo, Jr., CESO I, we are pleased to submit a copy of the report on Zero Backlog in connection with RA 11032 or Ease of doing business.

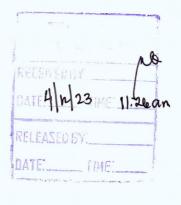
There are number of applications that were received but failed to deliver the output and/or accomplish on time due to various reasons and usually attributed to the failure of the applicants/proponents in submitting the lacking requirements. However, remedial measures were undertaken to address the problem.

For information and record.

RELEIVED BY
RELEALD BY
DATE: TIME



FOR. ANASTACIO A SANTOS, MPA



Name of Government Agency/Office	Template for Inventory of License	Template for Inventory of Licenses, Permits, Certifications, Authorizations, Clearances tagged as a backlog Department of Environment and Natural Resources Office	zations, Clearances tagged as Natural Resources Office	a backlog	
Name of Office/Department		DENR/CENRO Sablayan			
Name of Service (License, Clearance, Permit, Certification Authorization, and others)	Classification of Service (Simple, Complex, Highly Technical)	Processing time indicated in the Citizens Charter (i.e., days/hours/minutes)	Total Number of received applications for the covered period	Total number of pending transactions for the covered period	Remarks
PERMIT TO CUT	HIGHLY TECHNICAL	20	81	12	SENT LETTER TO PROPONENT TO SUBMIT THE LACKING REQUIREMENTS (2) BUT UNTIL NOW THE SAID PROPONENTS HAVE NOT COMPLIED.
PERMIT TO TRANSPORT	COMPLEX	7	160	1	SUBMIT THE LACKING REQUIREMENTS (1). THE APPLICATION IS STILL PENDING IN THE OFFICE DUE TO NON COMPLIANCE WITH THE INSTRUCTION.
FLAGT	HIGHLY TECHNICAL	20	ı	L	SENT LETTER TO THE MUNICIPAL MAYOR OF SABLAYAN TO COMPLY WITH THE OTHER REQUIREMENTS. APPLICATION IS STILL PENDING IN THE OFFICE DUE TO NON SUBMISSION OF THE DOCUMENTS.
SURVEY AUTHORITY	SIMPLE	3	9	2	THE CONCERN PERSONNEL ENGR. ERIC CHRISTIAN D. CUSTODIO, WHO RESIGNED LAST MARCH 28, 2022 FAILED TO SUBMIT THE REPORT. LMO I MARGARET YUTUC INSTRUCTED TO CONDUCT VERIFICATION OF THE 2 LOTS
FREE PATENT APPLICATION		110	78	2	THE PROCESSING OF THE APPLICATION IS BEYOND THE REQUIRED 110 DAYS, THUS IT WAS CONSIDERED LAPSED. THE APPLICANT WILL BE NOTIFY TO READDLY

SUBMITTED TO PENRO FOR SIGNATURE OF ENGR. LAVADIA	100	100		PUBLIC LAND SURVEY (AGRICULTURAL)
SUBMITTED TO PENRO FOR SIGNATURE OF ENGR. LAVADIA	131	200		PUBLIC LAND SURVEY (RESIDENTIAL)
THE PROCESSING OF THE APPLICATION IS BEYOND THE REQUIRED 110 DAYS, THE APPLICANT FAILED TO SUBMIT THE REQUIREMENT ON TIME, AND THE APPLICANT WILL BE NOTIFY TO RE APPLY.	2	233	120	RESIDENTIAL FREE PATENT APPLICATION

Prepared by:

MERRY AND
Special Investigator III

Records Unit

Attested by: