



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 Director
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

ANNEX "A"

ZERO BACKLOG PROGRAM

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

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.

Matrix of Services and Plan of Action							
Office	Name of Services	Classification	Average Number of Applications/requests/ license/permit/clearances, etc. received per day (Based from SPICS 2022)	Average Number of applications/requests/licenses/permits/clearances, etc. processed within the prescribed processing time (Based from SPICS 2022)	Average Number of applications/requests/licenses/permit/clearance, etc. ISSUED within the prescribed processing time (Based from SPICS 2022)	Intervening Factors for the gap (i.e. limited IT infrastructure, unavailable signatories, etc. (Based from SPICS 2022)	Plan of Action to address the gap (i.e. Streamlining, Digitalization) (Based from SPICS 2022)
Records Unit	Issuance of no certification of records/appeal/motion for reconsideration, etc.	Simple, of complex	1 (40/50)	1 (50/50)	3 (40/13)	Verification of request before processing	Issuance of services by electronic methods
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RPS – Forestry and Wildlife Utilization Unit	Issuance of self-monitoring form (SMF)	Simple, Complex	1(1/1) Mo Days RQST M A 1 1 M J J A S O N D T	1(1/1)	1(1/0) SEM TAT PD 1 1 0 2 0 0 T 1 0	N/A	Digitalization/Accept process when complete and final
RPS – Forestry and Wildlife Utilization Unit	Issuance of certificate of verification (COV) for the transport of planted trees within private land, non-timber forest products except rattan and bamboo	Simple, Complex, Highly Technical	1(8/8) Mo Days RQST M 4 4 A 4 4 M J J A S O N D T	1(8/8)	3(8/3) SEM TAT PD 1 8 3 2 0 0 T 8 3	Availability of client to pick up, Availability of prescribed conveyance, early application of customer but they depend on the schedule of prescribed conveyances	Accept Request when ready to transport due to the short duration of the permit, Digitalization
RPS – Forestry and Wildlife Utilization Unit	Application for chainsaw registration	Simple	1(13/17) Mo Days RQST M 2 2 A M 2 2 J J 1 1 A 1 1	1(17/17)	SEM TAT PD 1 4 0 2 9 0 T 13 0	N/A	Digitalization

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

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 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 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 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: <i>Department of Environment and Natural Resources</i>					
Name of Office/Department: <i>CENRO Sablayan, Occ. Mindoro</i>					
<i>Name of Service (License, Clearance, Permit, Certification Authorizations, and others)</i>	<i>Classification of Service (simple, Complex, Highly Technical)</i>	<i>Processing Time indicated in the Citizens charter (i.e. days/hours/minutes)</i>	<i>Total no. of received applications for the covered period</i>	<i>Total no. of pending transactions for the covered period</i>	<i>Remarks</i>
Permit to Cut	Highly Technical	20 days	81	2	Sent letter to proponent to submit the lacking requirements (2) but until now the said proponents have not complied
Permit to transport	Complex	7 days	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 days	1	1	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 days	9	2	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.
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.

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



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

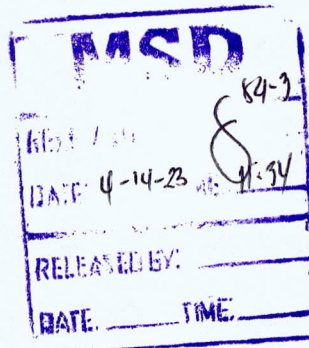
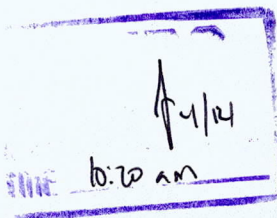
FROM : The CENR Officer

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



Brgy. Labangan, San Jose, Occidental Mindoro
Tel. Number (043) 457-0236 / (043) 742-6627
Email: cenrosanjose@denr.gov.ph

ZERO BACKLOG PROGRAM

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

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

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


EFREN L. DELOS REYES
CENR Officer

ZERO BACKLOG CERTIFICATION

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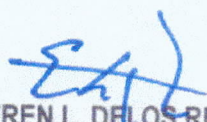
Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2008, and for Other Purposes.

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 Resources
MIMAROPA 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.

FOR. ANASTACIO A. SANTOS, MPA

RECORDS

RECEIVED BY: *[Signature]*
DATE: 4/12/23
RELEASED BY: _____
DATE: _____ TIME: _____

PENRO

RECEIVED BY: *[Signature]*
DATE: 4/12/23
TIME: 11:24am
RELEASED BY: _____
DATE: _____ TIME: _____

RECEIVED BY

DATE: 4/12/23
TIME: 11:24am
RELEASED BY: _____
DATE: _____ TIME: _____

RES

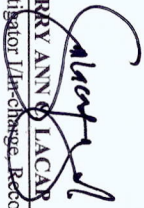
RECEIVED BY: *[Signature]*
DATE: 4/14/23
TIME: 9:10
RELEASED BY: _____
DATE: _____ TIME: _____

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

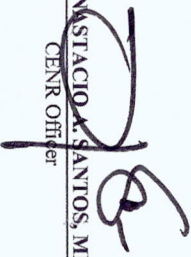
Name of Government Agency/Office		Department of Environment and Natural Resources Office			
Name of Office/Department		DENR/CENRO Sablayan			
Name of Service (License, Clearance, Permit, Certification Authorization, and others)	Classification of Service (Simple, Complex, Highly Technical)	Processing 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	2	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	1	1	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 RE APPLY.

RESIDENTIAL FREE PATENT APPLICATION		120	233	2	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.
PUBLIC LAND SURVEY (RESIDENTIAL)			200	131	SUBMITTED TO PENRO FOR SIGNATURE OF ENGR. LAVADIA
PUBLIC LAND SURVEY (AGRICULTURAL)			100	100	SUBMITTED TO PENRO FOR SIGNATURE OF ENGR. LAVADIA

Prepared by:


MERRY ANN O. LACAR
Special Investigator / In-Charge, Records Unit

Attested by:


FOR ANASTACIO X. SANTOS, MPA
CENR Officer