



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

April 12, 2023

MEMORANDUM

FOR : The 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 In-Charge, Office of the PENRO

SUBJECT : **DENR TRANSPARENCY SEAL (TS) MONITORING
SHEET FOR THE FIRST QUARTER, FY 2023 OF
DENR-PENRO MARINDUQUE**

Submitted is the DENR Transparency Seal (TS) Monitoring Sheet for the First Quarter, FY 2023 of DENR-PENRO Marinduque.

For information and record.

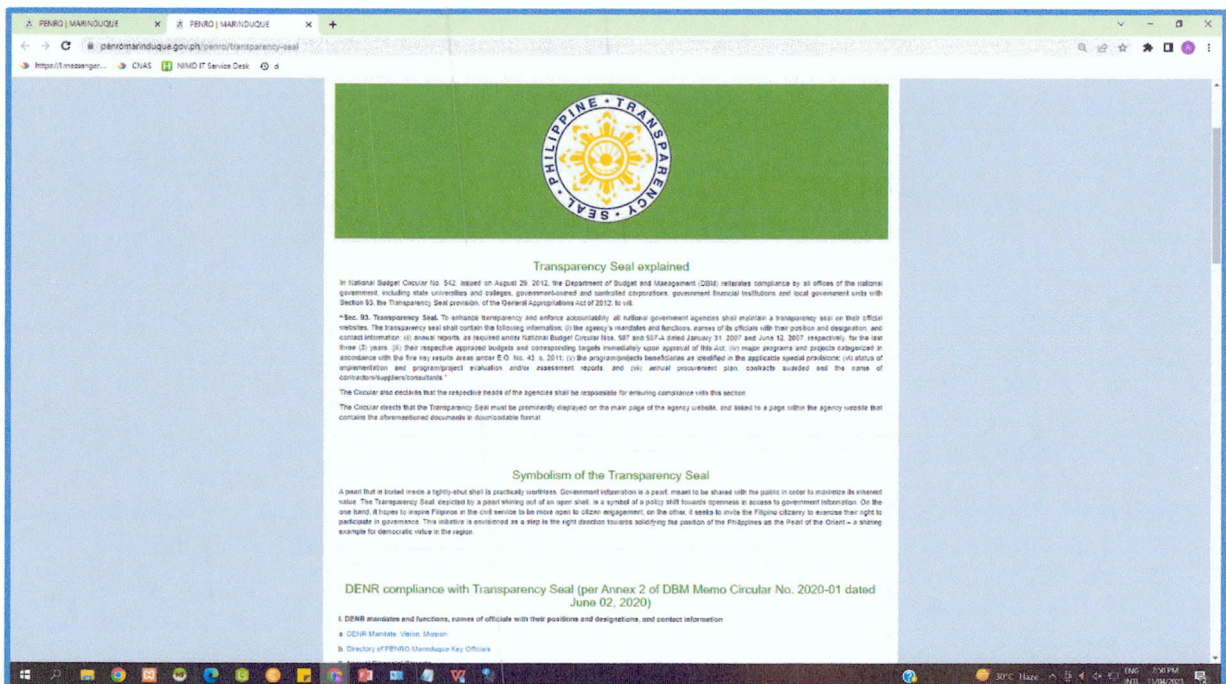
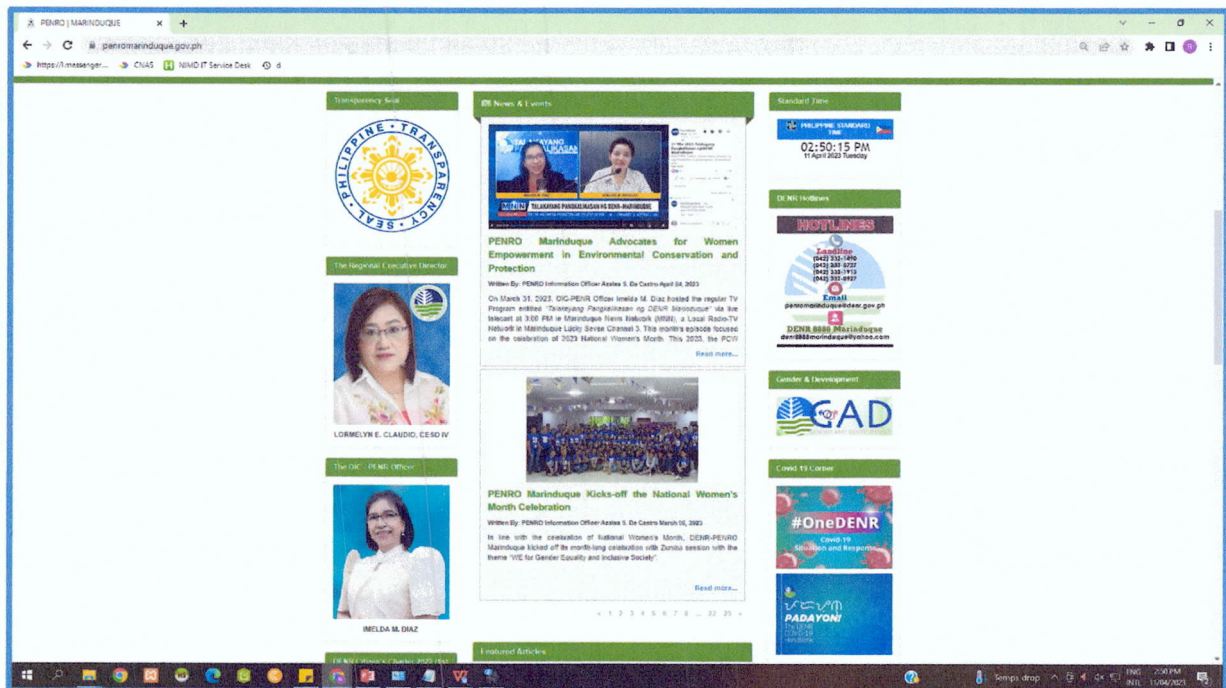
"For and in the absence of the OIC-PENR Officer"


GEMMA P. DELOS REYES
In-Charge, Management Services Division
In-Charge, Office of the PENRO



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

SCREENSHOTS OF DENR-PENRO MARINDUQUE WEBSITE CONTAINING A VISIBLE AND FUNCTIONAL TRANSPARENCY SEAL



FY 2023 DENR TRANSPARENCY SEAL (TS) MONITORING SHEET

Office : DENR PENRO Marinduque

ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
I.	AGENCY'S MANDATE, VISION, MISSION AND LIST OF OFFICIALS					
a.	DENR mandate, vision and mission					▪ Complied
b.	List of DENR officials and their contact information (Updated per S.O. issued)					▪ Updated as of January 03, 2022
II.	ANNUAL FINANCIAL REPORTS					
A.	FAR No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAOBDB)					
a.1	FAR No. 1	Q1 Report (on or before April 10, 2023)				▪ Date uploaded to PENRO website: April 04, 2023
a.2	FAR No. 1		Q2 Report (on or before July 10, 2023)			▪ Date uploaded to PENRO website:
a.3	FAR No. 1			Q3 Report (on or before October 10, 2023)		▪ Date uploaded to PENRO website:
a.4	FAR No. 1				Q4 Report (on or before January 10, 2024)	▪ Date uploaded to PENRO website:



ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
B.	<u>FAR No. 4</u> : Summary Report on Disbursements					
b.1	FAR No. 4	January report (on or before Feb 03, 2023) February report (on or before March 03, 2023) March report (on or before April 03, 2023)				Date uploaded to PENRO website: Quarter 1 <ul style="list-style-type: none"> January – 02/01/2023 February – 03/02/2023 March – 03/31/2023
b.2	FAR No. 4		April report (on or before May 03, 2023) May report (on or before June 03, 2023) June report (on or before July 03, 2023)			Date uploaded to PENRO website: Quarter 2 <ul style="list-style-type: none"> April – May – June –
b.3	FAR No. 4			July report (on or before Aug 03, 2023) August report (on or before Sept 03, 2023) September report (on or before Oct 03, 2023)		Date uploaded to PENRO website: Quarter 3 <ul style="list-style-type: none"> July – August – September –
b.4	FAR No. 4				October report (on or before Nov 03, 2023) November report (on or before Dec 03, 2023) December report (on or before Jan 03, 2024)	Date uploaded to PENRO website: <ul style="list-style-type: none"> October – November – December –

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C.	BAR No. 1: Quarterly Report of Operations (Deadline: Submission to Regional Office is on or before 10 th day of the succeeding quarter)					
c.1	BAR No. 1	Q1 Report (on or before April 10, 2023)				▪ Date uploaded to PENRO website: April 03, 2023
c.2	BAR No. 1		Q2 Report (on or before July 10, 2023)			▪ Date uploaded to PENRO website:
c.3	BAR No. 1			Q3 Report (on or before October 10, 2023)		▪ Date uploaded to PENRO website:
c.4	BAR No. 1				Q4 Report (on or before January 10, 2024)	▪ Date uploaded to PENRO website:
D.	Physical Plan FY2023 (BED No. 2)	Upon approved copy is provided by Regional Office				▪ Date uploaded to PENRO website:
E.	<u>FAR No. 5</u> : Quarterly Report on Revenue and Other Receipts (Quarterly)					
e.1	FAR No. 5	Q1 Report (on or before April 05, 2023)				▪ Date uploaded to PENRO website: April 04, 2023
e.2	FAR No. 5		Q2 Report (on or before July 05, 2023)			▪ Date uploaded to PENRO website:
e.3	FAR No. 5			Q3 Report (on or before October 05, 2023)		▪ Date uploaded to PENRO website:
e.4	FAR No. 5				Q4 Report (on or before January 05, 2024)	▪ Date uploaded to PENRO website:
F.	BED No. 1: Financial Plan (Annual)	Upon approved copy is provided by Regional Office				▪ Complied

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ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
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III. DBM APPROVED BUDGET AND TARGETS						
a.	Budget FY2023	Upon availability from DBM website				<ul style="list-style-type: none"> ▪ Date of availability at the DBM website: January 04, 2023 ▪ Date uploaded to PENRO website: January 04, 2023
b.	Targets/MFOs/GAA Targets FY2023	Upon availability from DBM website				<ul style="list-style-type: none"> ▪ Date of availability at the DBM website: January 04, 2023 ▪ Date uploaded to PENRO website: January 04, 2023
IV. PROJECTS, PROGRAMS AND ACTIVITIES, BENEFICIARIES, AND STATUS OF IMPLEMENTATION (FY2023)						
a.	Enhanced National Greening Program					<ul style="list-style-type: none"> ▪ Complied
b.	Land Disposition					<ul style="list-style-type: none"> ▪ Complied
c.	Payapa at Masaganang Pamayanan (PAMANA)					<ul style="list-style-type: none"> ▪ Not applicable
V. ANNUAL PROCUREMENT PLAN (APP)						
a.	FY 2023 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular 02-2020	On or before January 31, 2023				<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: January 28, 2023
b.	FY2023 Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE)	On or before January 31, 2023				<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: January 28, 2023
c.	Indicative Annual Procurement Plan for FY 2024 (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015			On or before September 30, 2023		<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: March 29, 2023
d.	FY 2024 Annual Procurement Plan- Common-Use Supplies and Equipment (APP-CSE) as prescribed by DBM memo circular			On or before September 30, 2023		<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website:

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VI.	QMS CERTIFICATION BY ANY INTERNATIONAL ORGANIZATION APPROVED BY THE INTER-AGENCY TASK FORCE OR ISO 9001:2015 ALIGNED QMS DOCUMENTS					<ul style="list-style-type: none"> Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
						<ul style="list-style-type: none"> Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
						<ul style="list-style-type: none"> Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
c.	Quality Management Manual Annexes					<ul style="list-style-type: none"> Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
d.	QMS ISO Registration Certificates					<ul style="list-style-type: none"> Date uploaded to PENRO website: January 19, 2023
VII.	SYSTEM OF RANKING DELIVERY UNITS					
a.	Guidelines on the Grant the Performance-Based Bonus (PBB) for FY 2023	Upon approved copy is provided by Regional Office				<ul style="list-style-type: none"> Date uploaded to PENRO website:
VIII.	THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS AND FINANCIAL DISCLOSURES					
a.	DENR Review and Compliance Procedure for SALN				To be posted not later than October 01, 2022	<ul style="list-style-type: none"> Date uploaded to PENRO website: January 11, 2021
IX.	FREEDOM OF INFORMATION MANUAL					
a.	Updated DENR Freedom of Information Manual					<ul style="list-style-type: none"> Reposting only, if there is revision on the manual
b.	DENR Information Inventory	To be posted by January 30, 2023				<ul style="list-style-type: none"> Date uploaded to PENRO website: January 09, 2023

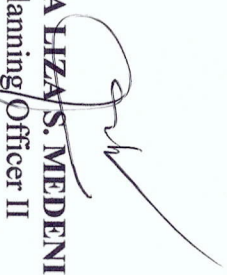
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ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
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c.	FY 2022 DENR FOI Summary Report	To be posted by January 30, 2023				<ul style="list-style-type: none"> Date uploaded to PENRO website: January 09, 2023
d.	FY 2022 DENR FOI Registry	To be posted by January 30, 2023				<ul style="list-style-type: none"> Date uploaded to PENRO website: January 09, 2023
e.	Screenshot of DENR Website containing a visible and functional FOI logo linked to e-FOI portal (www.foi.gov.ph)	To be submitted through email: foipco@email.com on or before January 30, 2023				<ul style="list-style-type: none"> Date uploaded to PENRO website: January 06, 2023
f.	Modified One-Page FOI Manual (c/o FOI Focal)	To be posted by January 30, 2023				<ul style="list-style-type: none"> Date uploaded to PENRO website: January 09, 2023
g.	Updated AID-FOI Tool	To be posted by January 30, 2023				<ul style="list-style-type: none"> DENR Central Office target
h.	FOI Client/Customer Satisfaction	To be posted by January 30, 2023				<ul style="list-style-type: none"> DENR MIMAROPA Region target
i.	DENR FOI Certificate of Compliance (upon issuance of PCOO)					<ul style="list-style-type: none"> Complied

Monitored 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
Planning Officer III
In-Charge, Management Services Division