



APR 27 2023

March 29, 2023

<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY: _____	DATE NO. _____
TIME: _____	

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The Chief, Planning and Management Division

FROM : The OIC - PENR Officer

SUBJECT : **SUBMISSION OF DOCUMENTARY REQUIREMENTS
IN COMPLIANCE WITH THE STREAMLINING AND
PROCESS IMPROVEMENT OF CRITICAL SERVICES
(SPICS) FOR FY 2023**

In compliance with DENR Memorandum 2022-244 dated April 12, 2022 issued by the DENR Undersecretary for Legal, Administration, Human Resources and Legislative Affairs on the submission of documentary requirements related with the Process Improvement for Sales of Bidding Documents, submitted are the following Means of Verifications (MOVs) to wit:

1. Copy of Client Satisfaction Survey (CSS) Form filled-out by the bidder;
2. Copy of Official Receipt (OR);
3. Copy of Logbook indicating the Turn Around Time (TAT) of the bidder; and
- 4a. Copy of Letter of Intent;
- 4b. Copy of Special Power of Attorney (SPA);
- 4c. Copy of Valid ID of the Authorized Representative; and
- 4d. Copy of Bidding Document.

Said MOVs can be viewed and downloaded through this Google Drive link:
https://drive.google.com/drive/folders/1HLJRzfwcFaESr-pkpMPMQQI8hHoPhbZQ?usp=share_link.

Likewise, attached is the Annex 1. Streamlining Monitoring Form 1 for your reference.

For information and record.


IMELDA M. DIAZ
OIC – PENR Officer

I-693



STATUS OF STREAMLINING EFFORTS CY 2023

Streamlining MF 1

- (1) Name of Agency : DENR - Region IV-MIMAROPA - PENRO Marinduque
- (2) Name of Service : RO-AF-03, Sale of Bidding Documents
- (3) Expected Turnaround Time : 30 minutes
 - Simple : 30 minutes
 - Complex : 30 minutes
 - Highly technical : 30 minutes
 - With issues* : 30 minutes
 - Without issues* : 30 minutes
- (4) Responsible Delivery Processing Units: Bids and Awards Committee (BAC) Secretariat, Procurement Services

- (5) Transaction Fees per Citizen Charter
- Primary Fees:
- 500, 000 and below : Php500.00
 - More than 500,000 up to 1 Million : Php1,000.00
 - More than 1 Million up to 5 Million : Php5,000.00
 - More than 5 Million up to 10 Million : Php10,000.00
 - More than 10 Million up to 50 Million : Php25,000.00
 - More than 50 Million up to 500 Million : Php50,000.00
 - More than 500 Million : Php75,000.00

No.	Name of Office (CENRO, G2B, G2C, PENRO)	Type of Transaction (G2B, G2C, G2G)	Name of Client* (Family Name, Given Name)	Application / Control Number	Volume of Transactions per Client	Number of Requirement / Document Submitted	Classification (Simple/ Complex/ Highly Technical)	Date & Time of Applications w/ complete requirements received		Actual Transaction Fees (Php.)		Date Issued (provide/yyyy)	Date received by client (for other services) or Date transmitted to ROD in the case of free patent		Actual Turnaround Time (TaT)		Remarks
								Date	Hour & Mins.	Primary Fees	Other Fees		Date	Hour & Mins.	No. of Days (20)=count actual working days from col. 13 & 18	Hour & Mins. (22)= count actual working hours from col. 14 & 19	
1	PENRO Marinduque	G2B	Larosa, Herbert Axel B. GenCars San Pablo Inc.	OR# 1620272	1	4	Simple	03/02/2023	10:45 AM	5,000.00	N/A	03/02/2023	03/02/2023	10:52 AM	0	0:07	
TOTAL					1					5,000.00					0	0	

Prepared by:
GENMA P. DELOS REYES / In-Charge, Management Services Division / March 29, 2023
Name of Officer / Designation / Date

Approved by:
IMELDA M. DIAZ / OIC - PENR Officer / March 29, 2023
Head of Office / Date