



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office  
Calapan City, Oriental Mindoro

**DENR MIMAROPA  
RECORDS SECTION  
RECEIVED**

**FEB 08 2023**

☐ INCOMING ☐ OUTGOING

BY:

DATE NO.

TIME

## TRAVEL ORDER

No. \_\_\_\_\_

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: February 7, 2023  
DESTINATION: Puerto Galera, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: February 9, 2023

PURPOSE OF TRAVEL: To attend Green Economy Model (GEM) program assessment and planning cum validation

Per Diems/Expenses Allowed : \_\_\_\_\_  
Assistants or Laborers Allowed : \_\_\_\_\_  
Appropriations to which travel should be charged : \_\_\_\_\_  
Remarks or special instructions : \_\_\_\_\_

### Certifications :

This is to certify that the travel is necessary and is connected with the functions of the official/ employees of this Div./Sec./Unit

Recommending Approval:

Approved by:

**DONNA MAYOR- GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

### AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012. liquidate this travel within twenty (20) days upon return to my permanent official.

ALAN L. VALLE  
Official Employee



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

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ALAN L. VALLE  
Official Employee





**REGIONAL SPECIAL ORDER**

No. \_\_\_\_\_  
Series of 2023

**FEB 03 2023**

**SUBJECT : AUTHORIZING THE CONDUCT OF THE GREEN ECONOMY MODEL (GEM) PROGRAM ASSESSMENT AND PLANNING CUM VALIDATION**

In the interest of service and in pursuance with DENR Administrative Order (DAO) No. 2017-08 "Guidelines in Operationalizing the Transition of DENR's Programs and Projects into Green Economy Models (GEM)", the conduct of FY 2021-2022 Assessment and FY 2023 Planning cum Validation is hereby authorized.

It shall be held and participated by concerned DENR and EMB MIMAROPA officials and personnel, as follows:

**A. Puerto Galera GEM Site**

- Date: 07-09 February 2023 (excluding travel time)
- Participants

Office	Name
Regional Office	<b>Donna Mayor-Gordove, CESO IV</b> ARD, Management Services
	<b>Jonas Paolo M. Saludo</b> OIC, Planning and Management Divisions
	<b>Michaela Rongavilla</b> Chief, PAMBCS
	<b>Nicko T. Ibañez</b> GEM Monitoring Officer
EMB MIMAROPA Regional Office	<b>Jeremiah Reuben V. Cabatuando</b> Focal Person
PENRO Oriental Mindoro	<b>PENRO Alan L. Valle</b> PENR Officer
	<b>Corazon Pudiquet</b> Planning Officer
EMB PEMU Oriental Mindoro	<b>PEMO Ederlita U. Labre</b>
	• Technical Staff
CENRO Socorro	<b>CENRO Rodel M. Boyles</b>
	<b>GEM Technical Staff:</b>
	• Mackailey P. Martinez • Maria Alva Renelyn A. Culla-Umali • Michael Anjelo A. Acuzar

**B. Coron GEM Site**

- Date: 20-22 February 2023 (excluding travel time)
- Participants

Office	Name
Regional Office	<b>Donna Mayor-Gordove, CESO IV</b> ARD, Management Services
	<b>Jonas Paolo M. Saludo</b> OIC, Planning and Management Divisions
	<b>Michaela Rongavilla</b> Chief, PAMBCS
	<b>Nicko T. Ibañez</b> GEM Monitoring Officer
PENRO Palawan	<b>PENRO Felizardo B. Cayatoc</b> PENR Officer
	<b>Wamalaida Talabucon</b> OIC MSD Chief and concurrent Planning Officer
EMB PEMU	<b>PEMO Edna S. Velasco</b>
	• Karl Alexander R. Dammay
CENRO Coron	<b>CENRO Rodney Verian</b>
	<b>GEM Technical Staff:</b> <ul style="list-style-type: none"><li>• Jeffrey Castro</li><li>• Mark Glenn Managdag</li><li>• Nikki Ripalda</li><li>• Argie D. Billiones</li><li>• Leny Jagmis</li><li>• Ariel Delin II</li></ul>

**C. El Nido GEM Site**

- Date: 23-27 February 2023 (including travel time)
- Participants

Office	Name
Regional Office	<b>Donna Mayor-Gordove, CESO IV</b> ARD, Management Services
	<b>Jonas Paolo M. Saludo</b> OIC, Planning and Management Divisions
	<b>Michaela Rongavilla</b> Chief, PAMBCS
	<b>Nicko T. Ibañez</b> GEM Monitoring Officer
PENRO Palawan	<b>PENRO Felizardo B. Cayatoc</b>
	<b>Wamalaida Talabucon</b> OIC MSD Chief and concurrent Planning Officer
EMB PEMU Palawan	<b>PEMO Edna S. Velasco</b>
	• Nicaith Trisha B. Enrile



Office	Name
	<b>CENRO Conrado M. Corpuz</b>
CENRO Taytay	<b>GEM Technical Staff:</b> <ul style="list-style-type: none"> <li>• Mariano P. Lilang, Jr.</li> <li>• Engr. Marian B. Lachica</li> <li>• Francis Jade Cometa</li> <li>• Lucille Garagara</li> <li>• Lanie Jane Rey</li> </ul>

All expenses to be incurred for the conduct of the Assessment and Planning cum Validation, including meals, lease of venue, accommodation and other incidental expenses, shall be charged against respective GEM Funds, while, travelling expenses shall be charged against respective office's funds, all of which are subject to existing accounting and budgeting rules and regulations.

Inasmuch as the Assessment and Planning cum Validation Activity will sometime cover weekends, all personnel concerned shall be entitled to Compensatory Time Off (CTO), subject to the provisions of CSC-DBM Joint Circular No. 2 series of 2004 (Non-Monetary Remuneration for Overtime Services Rendered.)

This Order takes effect on dates specified herein.

  
**LORMELYN E. CLAUDIO, CESO IV**  
 Regional Executive Director

PMD/MES/NTI/01-06-2023

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**ACTIVITY DESIGN**  
**FY 2021-2022 Green Economy Model (GEM) Program Assessment**  
**and FY 2023 Planning cum Validation**

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**A. RATIONALE**

The conduct of a year-end assessment has become an imperative and a common practice in the public sector. It is considered a powerful management tool as it may yield, when taken seriously, improved performance, responsive decision-making process, and quality delivery of service.

It is during this event that performance is reviewed and problems that hinder the attainment of targets are identified and addressed. It is also the time to review the program/project strategies if they are still effective or need improvement, or perhaps an overhaul of the strategic plan.

Inasmuch as the GEM is one of the priority programs of the Department, the conduct of a periodic program review and assessment is a must. There is a need to check if the activities implemented are consistent with the approved Work and Financial Plan (WFP), as well as with the crafted master plan, and that they contribute to addressing the degrading environmental conditions of the three prime tourist destinations within the MIMAROPA Region namely: Puerto Galera in Oriental Mindoro and Coron and El Nido, Palawan.

Since the assessment will be conducted at the field level and to maximize the GEM Team's presence, a validation on the reported accomplishments will, likewise, be carried out.

**B. OBJECTIVES**

The Assessment and Planning cum Validation will be conducted to determine achievements as well as resolve issues and problems encountered during the planning period. Specifically, the activity aims to achieve the following:

1. Determine if the targets laid out on the FYs 2021 and 2022 Work and Financial Plan (WFP) were met;
2. Review implementation if consistent with the defined timelines in the GEM Master Plan;
3. Identify and address issues and concerns that hinder the achievement of targets;
4. Pinpoint factors associated with the success or failure of the program, service, or organization;
5. Level-off on suitable approaches for each GEM site as well as have a clear guidance on the specific activities to be undertaken under GEM;
6. Identify areas of potential improvement and opportunities for upscaling performance; and
7. If necessary, revise the GEM strategies to make it responsive to the current and emerging situations.

**C. METHODOLOGY**

The Assessment and Planning cum Validation shall be conducted per GEM site to have an in-depth discussion of previous year's accomplishments and



thrust/directions, review of current year's accomplishments vis-à-vis updated GEM Master Plan, and projected actions for FY 2023 and onwards.

The Regional GEM Team found it more effective to conduct the Assessment and Planning Activity on a per site basis as discussion will be more focused. Details and site particularities and nuances will be considered. Likewise, there is a vast opportunity to dissect issues and concerns encountered in program implementation as well as recommended courses of action for the improvement of the GEM.

Group reporting, Focus Group and Plenary Discussions as well as review of documents will be the main modes to gather information on the physical and financial performance and in the collection of issues and possible implementation.

#### D. PERSONNEL AND OFFICES INVOLVED

The following officials and personnel shall participate in the GEM assessment and planning activity:

Office	Name
Regional Office	<b>Donna Mayor-Gordove, CESO IV</b> ARD, Management Services
	<b>Jonas Paolo M. Saludo</b> OIC, Planning and Management Divisions
	<b>Michaela Rongavilla</b> Chief, PAMBCS
	<b>Nicko T. Ibañez</b> GEM Monitoring Officer
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PENRO Oriental Mindoro	<b>PENRO Alan L. Valle</b>
	<b>Corazon Pudiquet</b> Planning Officer
EMB PEMU Oriental Mindoro	<b>PEMO Ederlita U. Labre</b>
	• Technical Staff
CENRO Socorro	<b>CENRO Rodel M. Boyles</b>
	<b>GEM Technical Staff:</b> • Mackaley P. Martinez • Maria Alva Renelyn A. Culla-Umali • Michael Anjelo A. Acuzar

## I. ACTIVITY FLOW

Date/ Time	Activities
<b>PUERTO GALERA GEM</b>	
<b>06 February 2023 (Day 0)</b>	
	Arrival at Puerto Galera
<b>07 February 2023 (Day 1)</b>	
08:30-09:00 AM	Registration
09:00-09:30 AM	Preliminaries
09:30-12:00 NN	<b><u>Activity 1: Levelling-off</u></b> • Task Force Puerto Galera as a precursor of GEM • GEM Now!
12:00-01:00 PM	<b>Lunch Break</b>
1:00PM - 6:00PM	<b><u>Activity 2: Assessment Proper</u></b> • Reporting of Accomplishments viz targets • Problems Encountered • Issues and Concerns • Recommendations
<b>08 February 2023 (Day 2)</b>	
08:30-09:00 AM	Preliminaries
09:00-12:00 NN	<b><u>Continuation of Activity 2: Assessment Proper</u></b>
12:00-01:00 PM	<b>Lunch Break</b>
01:00-06:00 PM	<b><u>Activity 3: GEM Master Plan Review</u></b> • Firming up of identified STRATEGIES • Refinement of the Log Frame particularly on the ACTIVITY level
<b>09 February 2023 (Day 3)</b>	
9:00 AM - 6:00PM	<b><u>Activity 4: FY 2023 Planning and Way Forward</u></b>

Date/Time	Activities
<b>CORON GEM</b>	
<b>19 February 2023 (Day 0)</b>	
	Arrival at Coron, Palawan
<b>20 February 2023 (Day 1)</b>	



Date/Time	Activities
08:30-09:00 AM	Registration
09:00-09:30 AM	Preliminaries
09:30-12:00 NN	<b><u>Activity 1: Levelling-off</u></b> <ul style="list-style-type: none"> <li>• Task Force Coron as a precursor of GEM</li> <li>• GEM Now!</li> </ul>
12:00-01:00 PM	<b>Lunch Break</b>
01:00-6:00 PM	<b><u>Activity 2: Assessment Proper</u></b> <ul style="list-style-type: none"> <li>• Reporting of Accomplishments viz targets</li> <li>• Problems Encountered</li> <li>• Issues and Concerns</li> <li>• Recommendations</li> </ul>
<b>21 February 2023 (Day 2)</b>	
08:30-09:00 AM	Preliminaries
09:00-12:00 NN	<b><u>Continuation of Activity 2: Assessment Proper</u></b>
12:00-01:00 PM	<b>Lunch Break</b>
01:00-06:00 PM	<b><u>Activity 3: GEM Master Plan Review</u></b> <ul style="list-style-type: none"> <li>• Firming up of identified STRATEGIES</li> <li>• Refinement of the Log Frame particularly on the ACTIVITY level</li> </ul>
<b>22 February 2023 (Day 3)</b>	
9:00 AM - 6:00PM	<b><u>Activity 4: FY 2023 Planning and Way Forward</u></b>
<b>EL NIDO GEM</b>	
<b>23 February 2023 (Day 1)</b>	
AM	Travel to El Nido, Palawan
01:00-01:30 PM	Registration
01:30-02:00 PM	Preliminaries
02:00-06:00 PM	<b><u>Activity 1: Levelling-off</u></b> <ul style="list-style-type: none"> <li>• Task Force El Nido as a precursor of GEM</li> <li>• GEM Now!</li> </ul>
<b>24 February 2023 (Day 2)</b>	
08:30-09:00 AM	<b>Preliminaries</b>
09:00-12:00 NN	<b><u>Activity 2: Assessment Proper</u></b> <ul style="list-style-type: none"> <li>• Reporting of Accomplishments viz targets</li> <li>• Problems Encountered</li> <li>• Issues and Concerns</li> <li>• Recommendations</li> </ul>
12:00-01:00 PM	<b>Lunch Break</b>
01:00-06:00 PM	<b><u>Continuation of Activity 2: Assessment Proper</u></b>
<b>25 February 2023 (Day 3)</b>	
08:30-09:00 AM	<b>Preliminaries</b>
09:00-12:00 NN	<b><u>Activity 3: GEM Master Plan Review</u></b> <ul style="list-style-type: none"> <li>• Firming up of identified STRATEGIES</li> <li>• Refinement of the Log Frame particularly on the ACTIVITY level</li> </ul>
12:00-01:00 PM	<b>Lunch Break</b>



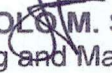
Date/Time	Activities
01:00-03:00 PM	<u>Continuation of Activity 3: GEM Master</u>
03:00-04:00 PM	Health Break
04:00-06:00 PM	<u>Activity 4: FY 2023 Planning and Way Forward</u>
<b>26 February 2023 (Day 4)</b>	
08:30-09:00 AM	Preliminaries
09:00-05:00 PM	<u>Continuation of Activity 4: FY 2023 Planning and Way Forward</u>
<b>27 February 2023</b>	Homeward Bound

#### E. BUDGETARY REQUIREMENTS

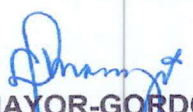
Expenses to be incurred for the conduct of the Assessment and Planning cum Validation, including meals, lease of venue, accommodation and other incidental expenses, shall be charged against respective GEM Funds. While, travelling expenses shall be charged against respective office's funds, subject to existing accounting and budgeting rules and regulations.

The allowable amount per item/object (e.g., meals, accommodation, etc.) shall be strictly observed.


Prepared by:

  
**JONAS PAOLO M. SALUDO**  
 OIC, Planning and Management  
 Division

Recommending Approval:

  
**DONNA MAYOR-GORDOVE, CESO IV**  
 Assistant Regional Director,  
 Management Services

Approved by:

  
**LORMELYN E. CLAUDIO, CESO IV**  
 Regional Executive Director



**ITINERARY OF TRAVEL**

Department of Environment and Natural Resources Office-Provincial Office  
Agency

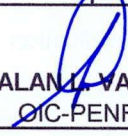
No. \_\_\_\_\_

Name : ALAN L. VALLEPurpose of Travel : Please see attached travel order

Date	Places to be visited	TIME		Means of Transpo.	EXPENSES		
		Departure	Arrival		Expenses	Per Diem	Total Amount
February 7	OS to Puerto Galera	6:30 am	8:00 am	RP Vehicle		660.00	660.00
February 8	Still at Puerto Galera						
February 9	Puerto Galera to OS	7:20 pm	8:45 pm	RP Vehicle		660.00	660.00
					-	1,320.00	1,320.00

I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

Prepared by:

  
ALAN L. VALLE  
OIC-PENRO

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

**ITINERARY OF TRAVEL**

Department of Environment and Natural Resources Office-Provincial Office  
Agency

No. \_\_\_\_\_

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					LORMELYN E. CLAUDIO, CESO IV Regional Executive Director		