



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

DENR MIMAROPA REGIONAL OFFICE
RECEIVED
06 DEC 2022
BY: _____ DATE NO. _____

December 21, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The Chief, Regional 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 2022**

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, please be informed that there are three (3) completed transactions for the said service for the 4th Quarter, CY 2022 at the DENR-PENRO Marinduque.

Attached is the Annex 1. Streamlining Monitoring Form 1 and can be viewed and downloaded through this Google Drive link for your reference:
<https://drive.google.com/drive/folders/1kfWhGli08s6Lq465uWPBrB8lrjDD7R0z?usp=sharing>.

For information and record.


IMELDA M. DIAZ



STATUS OF STREAMLINING EFFORTS CY 2022

Streamlining MF 1

- (1) Name of Agency :

(2) Name of Service :

(3) Expected Turnaround Time (TaT)

(4) Responsible Delivery Units/ Processing Units:
- DENR - Region IV-MIMAROPA - PENRO Marinduque

RO-AF-03. Sale of Bidding Documents

Simple : 30 minutes
Complex :
Highly technical :
With issues* :
Without issues* :

Bids and Awards Committee (BAC) Secretariat, Procurement Services

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

No.	Name of Office (CENRO, 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 (Priority/ FY)	Date received by client (for other services) or Date transmitted to ROD in the case of free patent		Actual Turnaround Time (TaT)		Remarks
								Date (Priority/ FY)	Hour. & Mins.	Primary Fees	Other Fees		Date (Priority/ FY)	Hour. & Mins.	No. of Days	Hour. & Mins.	
1	PENRO Marinduque	G2B	Licon, Erick R. Licon Survey Office	OR No. 1617590	1	3	Complex	10/20/2022	11:30 AM	500.00		10/20/2022	10/20/2022	11:45 AM	0:00	0:15	N/A
2	PENRO Marinduque	G2B	Section, Rolando C. Section Surveying Office	OR No. 1617606	1	4	Complex	11/02/2022	12:30 PM	500.00		11/02/2022	11/02/2022	12:45 PM	0:00	0:15	N/A
3	PENRO Marinduque	G2B	Coronado, Roldolfo R. Jr. Super R Security and Investigation Agency	OR No. 1617628	1	4	Complex	11/15/2022	9:45 AM	500.00		11/15/2022	11/15/2022	10:08 AM	0:00	0:23	N/A
TOTAL			3		3					1,500.00					0	0	

Prepared by:

GEMMA P. DELLOS REYES / In-Charge, Management Services Division / December 21, 2022

Approved by:

IMELDA M. DIAZ / OIC - PENR Officer / December 21, 2022