



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



January 05, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for
Management Services

ATTENTION : The Chief, Administrative Division
The Chief, Records Section

FROM : The OIC - PENR Officer

SUBJECT : **IMPLEMENTATION OF ONE-PAGE FREEDOM OF
INFORMATION (FOI) MANUAL**

Respectfully submitted are photos of the One-Page FOI Manual posted/displayed in conspicuous place within the Office premises (in A3 size) and distributed among Office clients (in A4 size).

The submitted raw photos can be viewed and downloaded thru this Google Drive link:
https://drive.google.com/drive/folders/1ih9kbaOGpYHHL2kkdQA1yfTYAvF2F5Ne?usp=share_link
are link.

For information and record.


IMELDA M. DIAZ

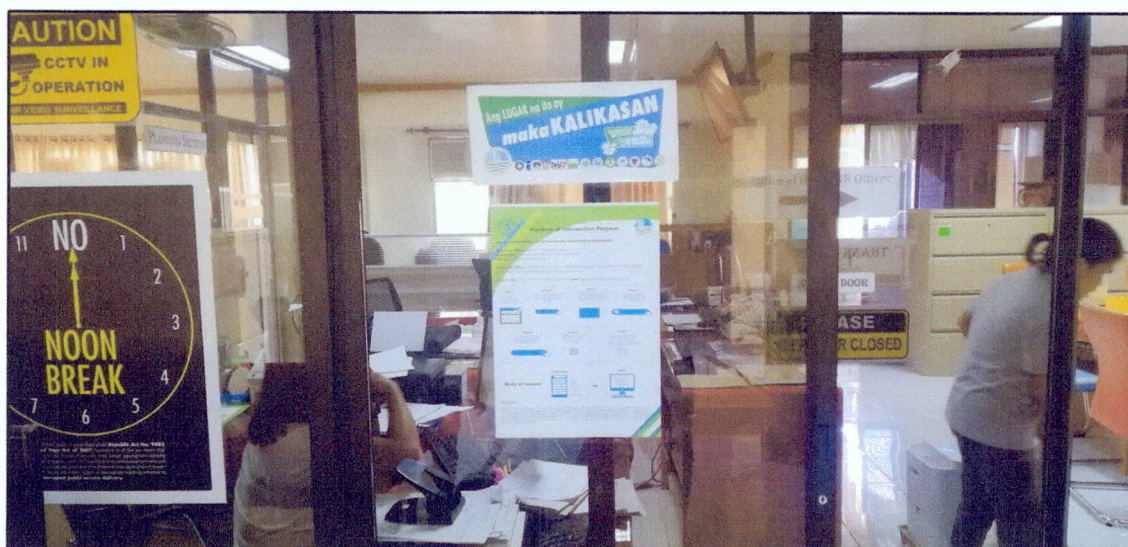


Republic of the Philippines
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PHOTOS OF THE POSTED ONE-PAGE FREEDOM OF INFORMATION (FOI) MANUAL



One-Page FOI Manual posted/displayed at the Entrance of the 1st Floor, PENRO Marinduque Main Building

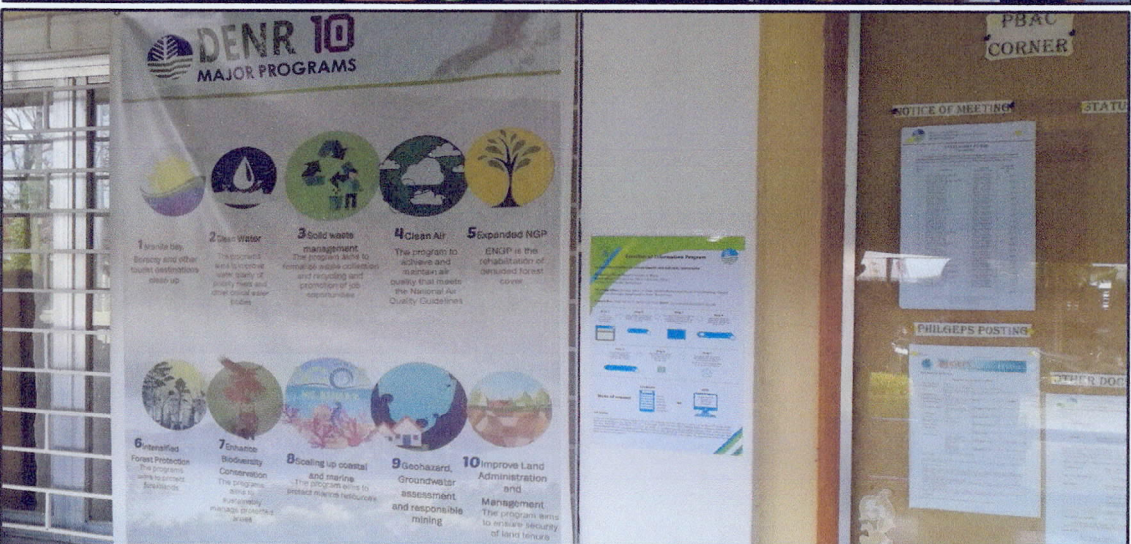


One-Page FOI Manual posted/displayed at the 2nd Floor of the PENRO Building

Capitol Compound, Barangay Bangbangalon, Boac, Marinduque
Telephone Nos.: (042) 332-1490/(042) 332-0727/(042) 332-0927/(042) 332-1913
Website: <https://penromarinduque.gov.ph/>
Email: penromarinduque@denr.gov.ph



One-Page FOI Manual posted/displayed at the PENRO Marinduque – Records Unit



One-Page FOI Manual posted/displayed at the Office' Public Assistance and Complaints Desk



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PHOTOS OF THE DISTRIBUTION OF ONE-PAGE FREEDOM OF INFORMATION (FOI) MANUAL TO CLIENTS





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SCREENSHOTS OF THE POSTED ONE-PAGE FREEDOM OF INFORMATION (FOI) MANUAL AT THE DENR-PENRO MARINDUQUE WEBSITE

The top screenshot shows the homepage of the DENR-PENRO Marinduque website. It features a sidebar with links to 'Freedom of Information (FOI)', 'DENR Freedom of Information Manual', 'DENR News Alerts', and 'One Control Map'. The main content area includes a 'Photo Releases' section with a photo of a group of people, a 'Featured Video' section with a video player, and a 'Job Opportunities' section. The bottom screenshot shows a detailed view of the 'Freedom of Information Program' manual. It includes the DENR logo, the title 'Freedom of Information Program', the agency name 'DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES', and the contact information for the Records Officer, Manuel Christian S. Munar. The manual also includes a step-by-step guide for requesting information, with steps 1 through 7, and a 'Mode of request' section with options for 'Standard' and 'eFOI'.

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