Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Provincial Environment and Natural Resources Office
Bgy. Sta. Monica, Puerto Princesa City, Palawan
E-mail: penropalawan@denr.gov.ph
Telfax No. (048) 433-5638

RED

DENR MIMAROPA
RECORDS SECTION
RECEIVED
MAR 10 2023
☐ INCOMING ☐ OUTGOING
BY: DATS NO.
TIME:

February 27, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515 DENR By The Bay Building, Roxas Blvd.,
Barangay 668, Ermita, Manila

THRU : The ARD for Management Services
Regional GADFPS, MIMAROPA

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **SUBMISSION OF NOMINEE FOR GAD CHAMPION OF DENR PENRO PALAWAN**

Submitted is the nominee for GAD Champion of DENR PENRO PALAWAN together with documents attached as requirement for the said search;

Ms. Mylene S. Udtojan - Information System II

For information, evaluation and consideration.

FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By
Date: 01 MAR 2023 IN 2023-507

Name of initiative/s, programs or advocacies:

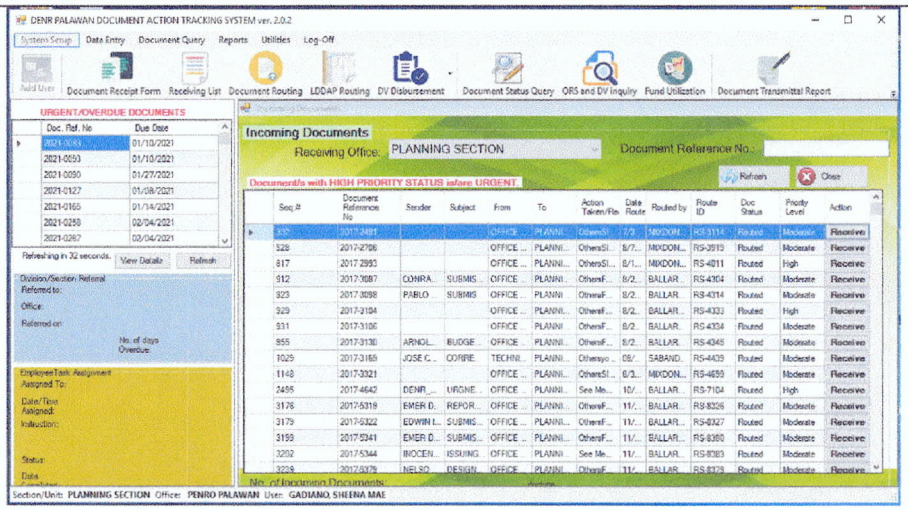
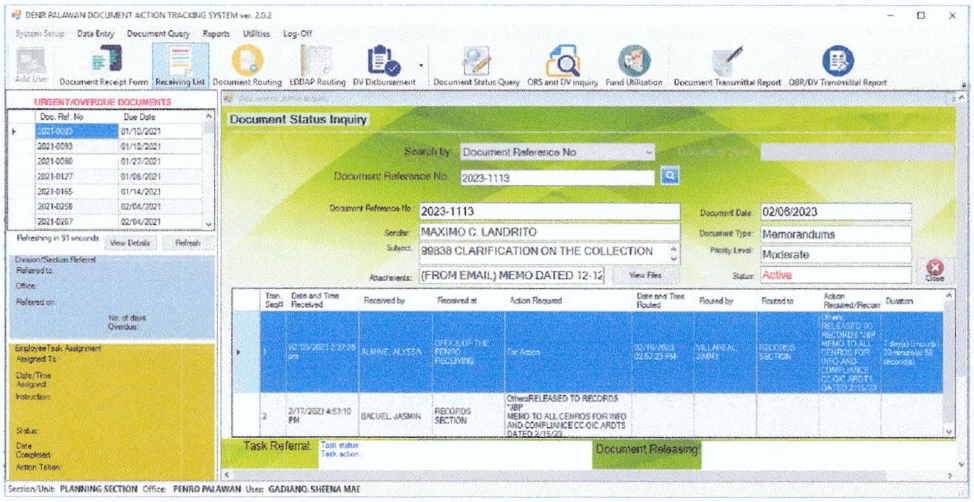
1. Computerization of PENRO Palawan critical services:
    a. Enhanced Document Tracking System
    b. DENR Palawan eBUDGET System
    c. DENR Palawan Payroll System
    d. DENR Palawan Online PLA Management Information System

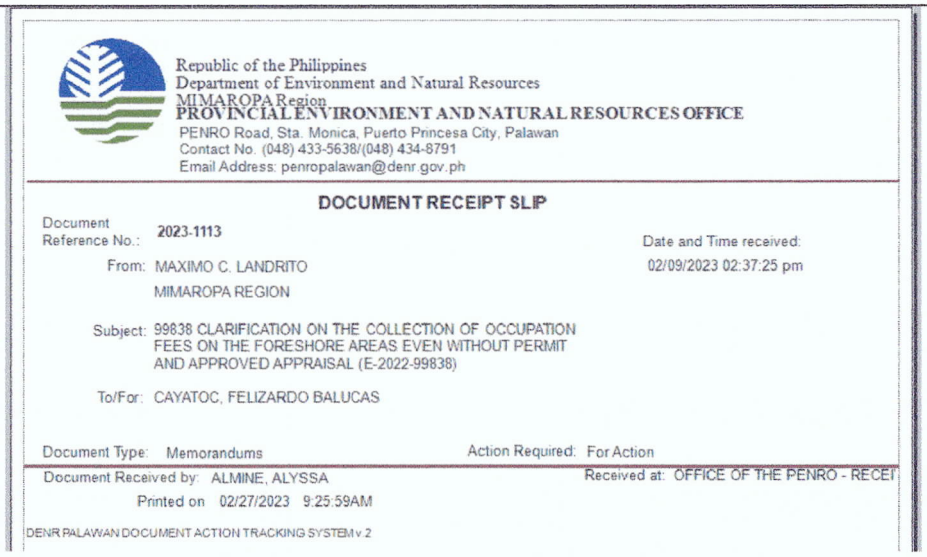
2. Brief Description.

Initiative	Issues Addressed	Coverage	Impact	Sustainability & replicability
a. Enhanced Document Tracking System	• Manual Recording and tracking of documents received and acted at PENRO and CENR Offices. • Monitoring of action taken of concerned action officer(s) • Disorganized recording of document transaction details archiving	The system is now being implemented and used at CENR Offices since its inception. All CENROs and its designated Office Support staff are the main end-user of the system.	• Efficient tracking of document actions in accordance to RA 110392 Ease of Doing Business • Monitors action taken by concerned action officer • Records document statistics • Digital archiving of documents	The information system is an in-house initiative. Thus, its maintenance and enhancements is continuous as long as the system is in use with no additional cost to the office
b. DENR Palawan eBUDGET System	• Manual Recording of fund utilization of the entire DENR Palawan offices • Manual and inefficient reconciliation of fund utilization	The system is now being implemented within DENR Palawan offices PENRO/CENRO Planning Officers, Finance Section personnel and the main end-user of the	• Real-time monitoring of fund allotment and utilization of all activities • Efficient reconciliation of fund utilization report of CENRO Planning	The information system is an in-house initiative. Thus, its maintenance and enhancements is continuous as long as the system is in use. The system shall

		system.	Officers, PENRO Planning Officers and Finance Section.	also be accessible to all employees for tracking of DV status and payments. Maintenance and enhancements is continuous as long as the system is in use with no additional cost to the office.
c. DENR Palawan Payroll System	• Manual preparation of monthly payroll • Lack of payslip provided to all employees every month • Manual preparation and reconciliation of remittance reports	The system is now being implemented at DENR PENRO. The payroll clerks, Remittance handlers are the main end-user of the system.	• Fast and efficient preparation of monthly payroll • Online portal of each employees to view and download payslips. • System generated remittance reports	The information system is an in-house initiative. Maintenance and enhancements is continuous as long as the system is in use with no additional cost to the office.
d. DENR Palawan Online PLA Management Information System	• Manual recording and tracking of carpeta. • Inefficient and tedious tracking of status of carpeta in each offices. • Manual preparation of transmittal to PENRO and Register of Deeds	The system is now being implemented at DENR PENRO and CENR Offices. All CENROs and its designated Office Support staff are the main end-user of the system.	• Efficient recording and tracking of public land applications • Efficient and real-time tracking of status of carpeta in each offices. • System generated transmittal reports.	The information system is an in-house initiative. Maintenance and enhancements is continuous as long as the system is in use with no additional cost to the office.

3. Means of Verification

Initiative	Issues Addressed
e. Enhanced Document Tracking System	 Fig.1 List of incoming documents routed by other offices  Fig. 2 Document tracking module which displays status, action taken, action officer etc of specific document received by the office.



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PENRO Road, Sta. Monica, Puerto Princesa City, Palawan
Contact No. (048) 433-5638/(048) 434-8791
Email Address: penropalawan@denr.gov.ph

DOCUMENT RECEIPT SLIP

Document Reference No.: 2023-1113

Date and Time received: 02/09/2023 02:37:25 pm

From: MAXIMO C. LANDRITO
MIMAROPA REGION

Subject: 99838 CLARIFICATION ON THE COLLECTION OF OCCUPATION FEES ON THE FORESHORE AREAS EVEN WITHOUT PERMIT AND APPROVED APPRAISAL (E-2022-99838)

To/For: CAYATOC, FELIZARDO BALUCAS

Document Type: Memorandums

Action Required: For Action

Document Received by: ALMINE, ALYSSA

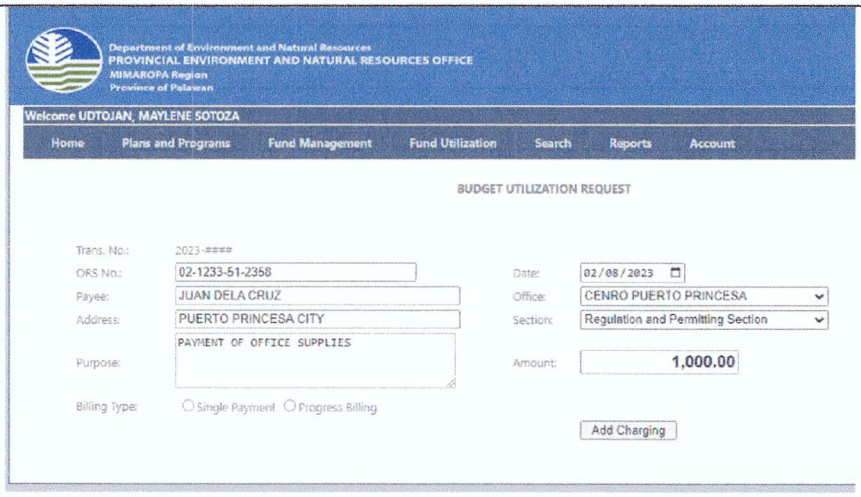
Received at: OFFICE OF THE PENRO - RECEI

Printed on 02/27/2023 9:25:59AM

DENR PALAWAN DOCUMENT ACTION TRACKING SYSTEM v.2

Fig. 3 System-generated Document Receipt slip. Provided to all clients as acknowledge receipt of the document(s) received by the office in compliance with RA 110392

f. DENR Palawan eBUDGET System



Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
MIMAROPA Region
Province of Palawan

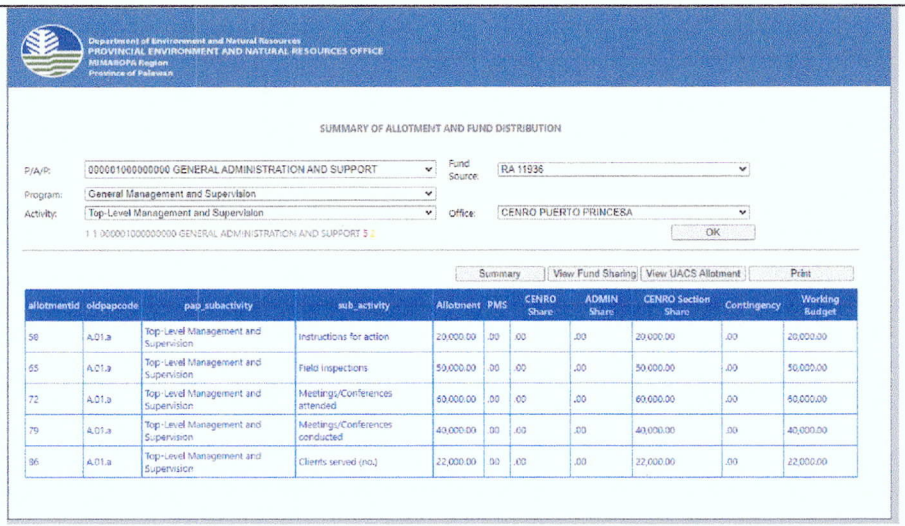
Welcome UDTOJAN, MAYLENE SOTOZA

Home | Plans and Programs | Fund Management | Fund Utilization | Search | Reports | Account

BUDGET UTILIZATION REQUEST

Trans. No.: 2023-####
ORS No.: 02-1233-51-2358
Payee: JUAN DELA CRUZ
Address: PUERTO PRINCESA CITY
Purpose: PAYMENT OF OFFICE SUPPLIES
Billing Type: Single Payment / Progress Billing
Date: 02/08/2023
Office: CENRO PUERTO PRINCESA
Section: Regulation and Permitting Section
Amount: 1,000.00
Add Charging

Fig. 1 Encoding of Budget Utilization Request



Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
MIMAROPA Region
Province of Palawan

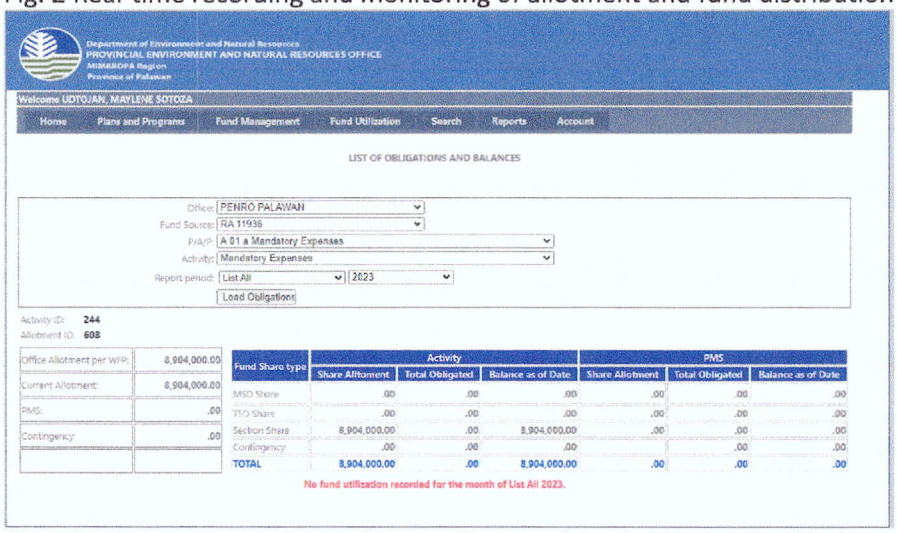
SUMMARY OF ALLOTMENT AND FUND DISTRIBUTION

P/A/P: 0000010000000000 GENERAL ADMINISTRATION AND SUPPORT
Fund Source: RA 11936
Program: General Management and Supervision
Activity: Top-Level Management and Supervision
Office: CENRO PUERTO PRINCESA
1 1 0000010000000000 GENERAL ADMINISTRATION AND SUPPORT $ 2
OK

Summary | View Fund Sharing | View UACS Allotment | Print

allotmentid	oldpapcode	pap_subactivity	sub_activity	Allotment	PMS	CENRO Share	ADMIN Share	CENRO Section Share	Contingency	Working Budget
58	A.01.a	Top-Level Management and Supervision	Instructions for action	20,000.00	.00	.00	.00	20,000.00	.00	20,000.00
65	A.01.a	Top-Level Management and Supervision	Field inspections	50,000.00	.00	.00	.00	50,000.00	.00	50,000.00
72	A.01.a	Top-Level Management and Supervision	Meetings/Conferences attended	60,000.00	.00	.00	.00	60,000.00	.00	60,000.00
79	A.01.a	Top-Level Management and Supervision	Meetings/Conferences conducted	40,000.00	.00	.00	.00	40,000.00	.00	40,000.00
86	A.01.a	Top-Level Management and Supervision	Clients served (no.)	22,000.00	.00	.00	.00	22,000.00	.00	22,000.00

Fig. 2 Real-time recording and monitoring of allotment and fund distribution



Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
MIMAROPA Region
Province of Palawan

Welcome UDTOJAN, MAYLENE SOTOZA

Home | Plans and Programs | Fund Management | Fund Utilization | Search | Reports | Account

LIST OF OBLIGATIONS AND BALANCES

Office: PENRO PALAWAN
Fund Source: RA 11936
P/A/P: A 01 a Mandatory Expenses
Activity: Mandatory Expenses
Report period: List All | 2023
Load Obligations

Activity ID: 244
Allotment ID: 608

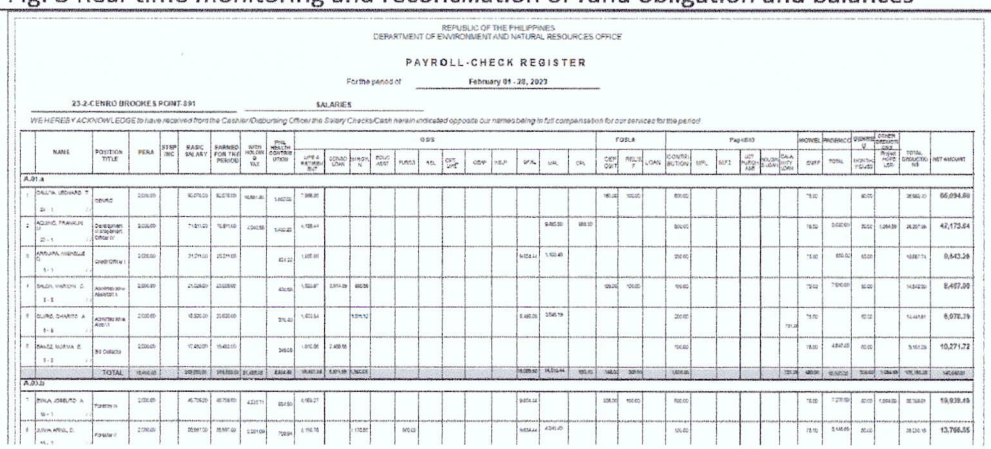
Office Allotment per WFP:	8,904,000.00
Current Allotment:	8,904,000.00
PMS:	.00
Contingency:	.00

Fund Share type	Activity			PMS		
	Share Allotment	Total Obligated	Balance as of Date	Share Allotment	Total Obligated	Balance as of Date
MSD Share	.00	.00	.00	.00	.00	.00
TSD Share	.00	.00	.00	.00	.00	.00
Section Share	8,904,000.00	.00	8,904,000.00	.00	.00	.00
Contingency	.00	.00	.00		.00	.00
TOTAL	8,904,000.00	.00	8,904,000.00	.00	.00	.00

No fund utilization recorded for the month of List All 2023.

Fig. 3 Real-time monitoring and reconciliation of fund obligation and balances

g. DENR Palawan Payroll System



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE

PAYROLL-CHECK REGISTER

For the period of February 01 - 28, 2023

23-2-CENRO BROOKE'S POINT-891 SALARIES

WE HEREBY ACKNOWLEDGE to have received from the Cashier/Disbursing Officer the Salary Checks/Cash herein indicated opposite our names being in full compensation for our services for the period

	NAME	POSITION TITLE	PERA	STEP INC	BASIC SALARY	EARNED FOR THE PERIOD	GSIS														PAGIBIG																							
A.01.a																																												
1	DALIVA, EDWARD T. 20 - 1	Driver	[illegible]		[illegible]	[illegible]	[illegible]														150.00	100.00		[illegible]						75.00		60.00		[illegible]	66,094.80
2	AQUINO, FRANKLIN 20 - 1	Development Management Officer IV	[illegible]		[illegible]	[illegible]	[illegible]											9,465.00	689.10					[illegible]						75.00	[illegible]	30.00	1,284.00	26,257.06	47,173.64
3	ARQUIRA, MARIBELE 5 - 1	Cashier Office I	[illegible]		[illegible]	[illegible]	[illegible]											1,533.49						[illegible]						75.00	[illegible]	30.00		[illegible]	9,643.28
4	BALDO, VARON C. 5 - 3	Administrative Assistant I	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]												150.00	100.00		[illegible]						75.00	[illegible]	30.00		[illegible]	8,407.00
5	DUANG, SHARITO A. 5 - 6	Administrative Aide I	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]									3,546.19						[illegible]						75.00		30.00		[illegible]	8,078.39
6	MAEZ, NORMA E. 5 - 2	Bill Collector	[illegible]		[illegible]	[illegible]	[illegible]																	[illegible]						75.00	[illegible]	30.00		[illegible]	10,271.72
		TOTAL	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]									[illegible]	[illegible]	[illegible]	1,650.00	300.00		[illegible]						750.00	[illegible]	330.00	[illegible]	[illegible]	[illegible]
A.01.b																																												
7	BINA, JOBELTO A. 50 - 1	Forester II	[illegible]		[illegible]	[illegible]	[illegible]											[illegible]			150.00	100.00		[illegible]						75.00	[illegible]	30.00		[illegible]	19,938.49
8	ADAN, ARNEL D. [illegible]	Forester I	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]									[illegible]	[illegible]					[illegible]						75.00	[illegible]	30.00		[illegible]	13,766.55

Fig. 1. System-generated Payroll Check Register

Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

EMPLOYEE PAYSLIP
February 01 - 28, 2023

CAYATOC, FELIZARDO BALUCAS
PENRO

Basic Monthly Salary: **116,040.00**
SG: **26-1**

GROSS INCOME

Basic Salary	116,040.00
PERA - Civilian	2,000.00
Step Increment	.00
Gross Income	**118,040.00**

DEDUCTIONS

Withholding Tax	24,867.59
GSIS Life and Retirement	10,250.19
PhilHealth Contribution	1,600.00
Pag-IBIG Contribution	500.00
PADEMCO-Capital Contribution	500.00
PADEMCO-Medical Assistance	150.00
FOSLA-Relief	100.00
FOSLA-Deposit	385.00
DENREU-Monthly Dues	50.00
Pag-IBIG-MP 2	1,000.00
MOWEL-ENRP	75.00
PADEMCO-Emergency Loan	5,000.00
PADEMCO-Conso Loan	4,130.00
GSIS-CONSOLOAN	7,978.10
GSIS-GFAL	9,634.44
Total Deductions	**66,220.32**
Net Income	**51,819.68**

This is a system-generated report. Signature not required.
02/27/2023 9:31:47AM

Fig. 2 System-generated Employees Payslip

Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

BIR REMITTANCE LIST
Report Period: February 01 - 28, 2023

	TIN	LASTNAME	FIRSTNAME	MIDDLE NAME	BMS FOR THE PERIOD	STEP INCREMENT	PERA	GROSS INCOME FOR THE PERIOD	TAX WITHHELD
1	135-057-096	ABADINES	DANILO	CONTRERAS	27,573.00	0.00	2,000.00	29,573.00	458.06
2	983-973-915	ABALLA	KARLA KRISTINE	VILLANUEVA	27,284.00	0.00	2,000.00	29,284.00	406.27
3	317-627-543	ABARING	ALBERT	A	15,827.00	0.00	2,000.00	17,827.00	0.00
4	493-459-958	ABDULGAPA	JAY	OLPENDA	17,553.00	0.00	2,000.00	19,553.00	0.00

Fig. 3. System-generated Remittance Report

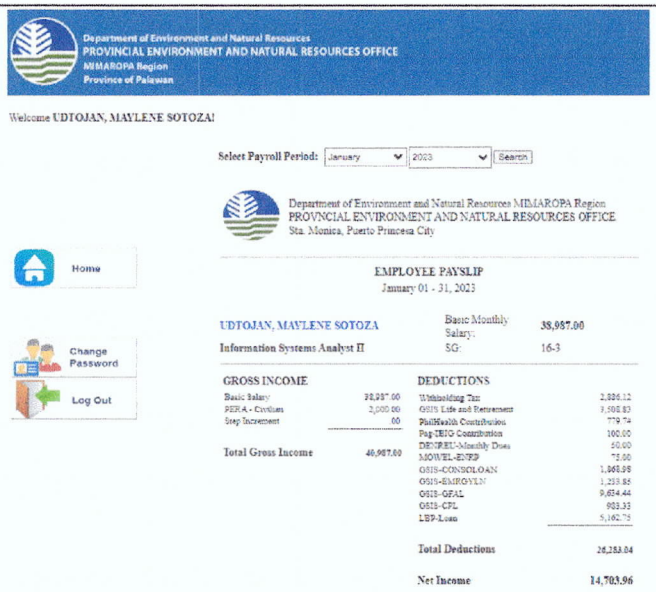


Fig. 4. System-generated Online Payslip

h. DENR Palawan Online PLA Management Information System

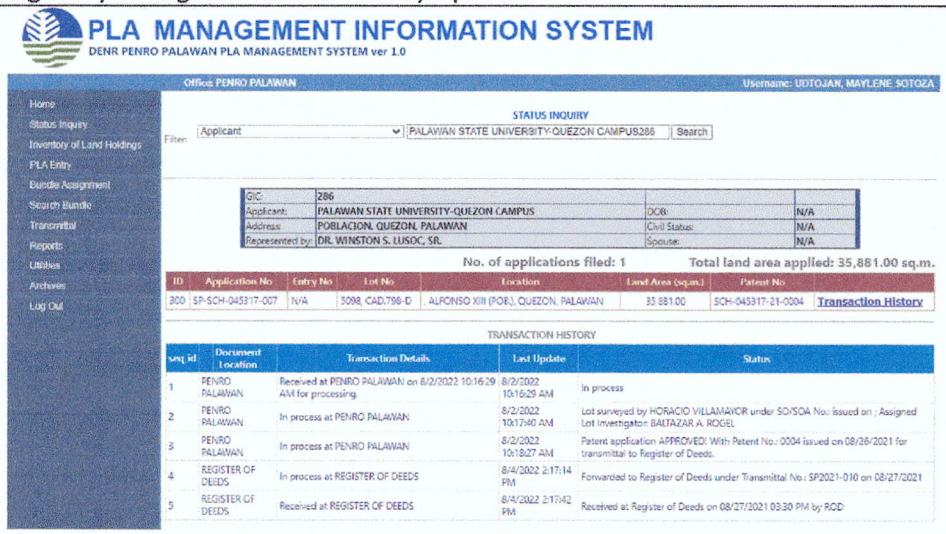


Fig. 1 Real-time tracking and monitoring of Public Land Application status

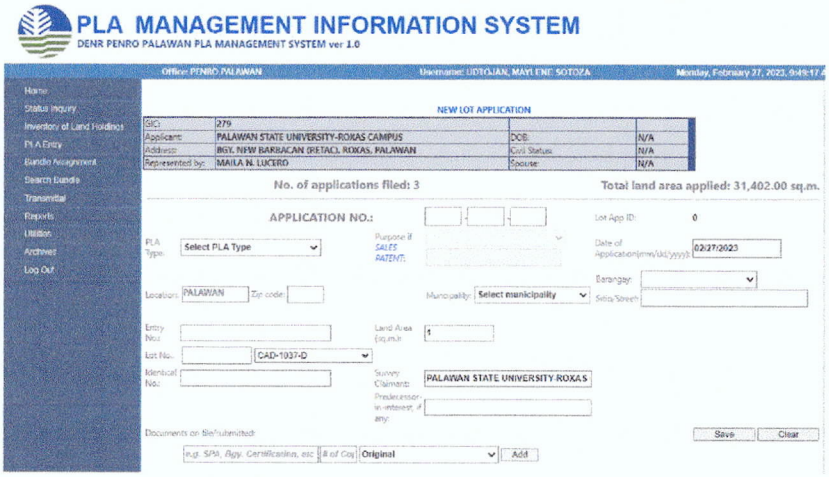


Fig. 2 Online recording of Public land Applications

PLA MANAGEMENT INFORMATION SYSTEM
DENR PENRO PALAWAN PLA MANAGEMENT SYSTEM ver 1.0

OFFICE: PENRO PALAWAN — Username: UBTOJAN, MAYLENE SOTO

Home
Status Inquiry
Inventory of Land Holdings
PLA Entry
Bundle Assignment
Search Bundle
Transmittal
Reports
Utilities
Archives
Log Out

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

PUBLIC LAND APPLICATIONS TRANSMITTAL

SPECIAL PATENT

To/Rec: THE REGISTER OF DEEDS
Puerto Princesa City, Palawan

From: THE PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICER
Sta. Monica, Puerto Princesa City

Date: 05/11/2022 — Transmittal No.: SP 2022-001 — No. of Carpeta: 5

No.	APPLICATION NO	DATE APPLIED	DATE APPROVED	NAME OF PATENTEE	SEX	AGE	LOCATION: LOT/SURVEY NUMBER	AREA(SQM)	BARANGAY	MUNICIPALITY	SERIAL NUMBER	PATENT NUMBER	NAME OF INVESTIGATOR
1	SA-NGA-045313-003	11/15/2001	04/27/2022	BUREAU OF FIRE PROTECTION	N/A	N/A	14302-B CSD-4B-000831-D	3,650.0	ANTIPULUAN	NARRA	00013287-14	NGA-045313-22-0013	ZENAIDA S.ESPERANCILLA
2	SP-NGA-045315-003	11/15/2001	04/27/2022	BUREAU OF FIRE PROTECTION	N/A	N/A	14303-C CSD-4B-000831-D	3,650.0	ANTIPULUAN	NARRA	00013288-08	NGA-045315-22-0014	ZENAIDA S. ESPERANCILLA
3	SP-NGA-045315-004	11/15/2001	04-27/2022	BUREAU OF JAIL MANAGEMENT AND PENOLOGY	N/A	N/A	7913, CAD 797-D	23,953.0	ANTIPULUAN	NARRA	00013289-31	NGA-045315-22-0012	ZENAIDA S. ESPERANCILLA
4	SP-NGA-045315-005	01/17/2002	04-27/2022	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	N/A	N/A	1, BLK 12, CSD -4B-000849	28,664.0	MAAGIN	BROOKES POINT	00002836-04	LBU-045504-22-0012	AUDRE ROSE E. DCAMPO
5	SP-BRP-045396-004	08/08/2001	04/27/2022	LOCAL GOVERNMENT UNIT OF BROOKES POINT PALAWAN									

Prepared by: — Checked and Verified by: — Attested by:

Fig. 3 System generated Transmittal Report from PENRO to Register of Deeds

PLA MANAGEMENT INFORMATION SYSTEM
DENR PENRO PALAWAN PLA MANAGEMENT SYSTEM ver 1.0

OFFICE: PENRO PALAWAN — Username: UBTOJAN, MAYLENE SOTOZA — Monday, February 27, 2023, 9:06:10

Home
Status Inquiry
Inventory of Land Holdings
PLA Entry
Bundle Assignment
Search Bundle
Transmittal
Reports
Utilities
Archives
Log Out

Republic of the Philippines
Department of Environment and Natural Resources Office
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

PUBLIC LAND APPLICATIONS TRANSMITTAL REPORT

To/Rec: THE PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICER
Sta. Monica, Puerto Princesa City

From: THE COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER
Bgy. III, Roxas, Palawan

Date: 01/27/2023 — Transmittal No.: 2023-3-109 — No. of Carpeta: 5

No.	APPLICATION NO	APPLICATION DATE	NAME OF PATENTEE	SEX	LOCATION: LOT NO/SURVEY NO	AREA(sqm)	BARANGAY	MUNICIPALITY	JF SERIAL NO	PATENT NUMBER	NAME OF INVESTIGATOR
1	FPA-045318-1512	10/24/2022	ADOROT, SUSNAFE Q.	Female	8, CCS-4B-000891-D	19997.00	RIZAL	ROXAS	1915275		RONNIE P. LUANG
2	FPA-045318-1520	08/25/2022	BERONIO, NATHAN NEIL DL.	Male	1, CCS-4B-000811-D	20011.00	SANTOVAL	ROXAS	1915256		RONNIE P. LUANG
3	FPA-045318-1514	11/15/2022	CARABOY, IMELDA Q.	Female	4, CCS-4B-000891-D	19994.00	RIZAL	ROXAS	1915275		RONNIE P. LUANG
4	FPA-045318-1509	11/15/2022	MEJIA, LADRAN, MARYMAE M.	Female	3, CCS-4B-000891-D	19979.00	RIZAL	ROXAS	1915268		RONNIE P. LUANG
5	FPA-045318-1515	11/15/2022	LUCERO, SHIRLEY Q.	Female	2, CCS-4B-000891-D	19980.00	RIZAL	ROXAS	1915274		RONNIE P. LUANG

Summary:

PLA Type	No.
Agricultural Free Patent	5

Prepared by: — Checked and Verified by: — Attested by:

Fig.4. System generate Transmittal Report from CENRO to PENRO