



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Bgy. Alfonso XIII, Quezon, Palawan
Contact No.: 0917-160-4920
Email: cenroquezon@denr.gov.ph

TRAVEL ORDER
(No. _____)

Name :	<u>Rosalyn S. Jasmin</u>	Date:	<u>April 25, 2023</u>
Position :	<u>LMO II</u>	Salary per Annum:	<u></u>
Departure Date:	<u>May 5, 2023</u>	Div./Sec./Unit:	<u>RPS</u>
Destination:	<u>PENRO, PPC /</u>	Return Date :	<u>May 14, 2023</u>
	<u>Batangas city</u>		
Purpose of Travel:	<u>To coordinate with PENRO RPS and attend Basic Skills Training on ADR</u>		

Assistant o Laborers allowed: _____
Appropriations to which travel should be charged: _____
Remarks or special instructions: Return to official station upon completion of travel.

Certifications:

This is to certify that the travel is necessary and is connected with the functions of the official/employee of this Division/Section/Unit Office of the CENRO.

Recommending Approval:

DONNA MAYOR- GORDOVE, CESO IV
ARD, Management Services

Approved:

LORMELYN E. CLAUDIO, CESO IV
Regiona Executive Director

AUTHORIZATION

I hereby authorize the accountant to deduct the corresponding amount of unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed twenty-day period upon return to my permanent official station pursuant to Item 5.1.3 Commission on Audit (COA) Circular No. 97-00 dated February 10, 1997 and Section 16 No. 248 dated May 29, 1995.


ROSALYN S. JASMIN
(Official/Employee)



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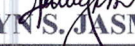
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929-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> E-mail: web@denr.gov.ph



SPECIAL ORDER

APR 20 2023

No. 2023- 158

SUBJECT: AUTHORIZING THE CONDUCT OF BASIC SKILLS TRAINING AND PRACTICUM/INTERNSHIP ON ALTERNATIVE DISPUTE RESOLUTION (ADR) FOR THE PROSPECTIVE ADR OFFICERS

In the interest of the service and pursuant to Republic Act No. 9285¹, Executive Order No. 523² and DAO 2016-30³, and to institutionalize Alternative Dispute Resolution (ADR) in the Department and capacitate potential ADR Officers (ADROs) in handling disputes, claims and conflicts through alternative ways, the conduct of Basic Training and Practicum/ Internship Course on ADR for prospective ADROs is hereby authorized.

The Basic Training Course and the Practicum/Internship Course shall be in keeping with the requirements of the Office for Alternative Dispute Resolution, Department of Justice Circular No. 49, s. 2012.

I. Trainees for Basic Training course on ADR

DATE	VENUE
May 7-13, 2023	Region IV-A

Batch 15

NAME	Region/Office	
Myrna V. Antonio	CAR	PENRO, Benguet
Agusta Albino Allatiw	CAR	CENRO, Buguias
Ma-Anne Q. Bagos	1	CENRO, Bantay
Gandy M. Paculguen	2	CENRO Sanchez Mira
Lorenzo S. Torrado	2	CENRO, Alcala
Aiverlyn V. Teofilo	3	PENRO Tarlac
Alejandro A. Aro	4A	CENRO, Calauag

¹ Alternative Dispute Resolution Act of 2004

² Instituting the Use of Alternative Dispute Resolution in the Executive Department of Government

³ Guidelines in the Conduct Alternative Dispute Resolution in Land Management and Disposition

Angelie U. Pascual	4B	<i>CENRO, Coron</i>
Rosalyn S. Jasmin	4B	<i>CENRO, Quezon</i>
Nelchelle Anne De Guzman	5	<i>PENRO, Camarines Sur</i>
Glenn Mark Lupango	5	<i>PENRO, Masbate</i>
Kim Gelacio A. Golbeque	5	<i>PENRO, Catanduanes</i>
Ma. Hessel L. Aldana	6	Regional Office
Romeo R. Bulotano, Jr.	7	Regional Office
Febelle Dareene D. Rojas	8	<i>CENRO Baybay</i>
Reubin Blythe L. Faron	8	<i>CENRO, Catarman</i>
Smith Agda	8	<i>CENRO, Dolores</i>
Mar Francis V. Rebato	8	Regional Office
Vanessa Mae T. Patacsil	9	<i>CENRO, Siocon</i>
Remylin M. Jadman	9	Regional Office
Alga Zalli D. Datu-Dacula	10	<i>CENRO, Kolambungan</i>
Tenie O. Gabaton	11	<i>CENRO, Monkayo</i>
Benedicto T. Labor	11	<i>CENRO Digos</i>
Nancy G. Cansancio	11	<i>PENRO Davao del Norte</i>
Rajiv A. Macamismis	12	Regional Office
Annie Grace B. Babia	13	<i>PENRO, Agusan Del Sur</i>
Jennifer L. Geraldino	13	<i>PENRO, Surigao del Norte</i>
Mark Gregory R. Maquiraya	CO	InAD
Charmaine Panlaque	CO	InAD
Juvymelle A. Bauyon	CO	LPD

Kathleen Kaye V. Saclayan	CO	LPD
Maureen Kris Rodriguez	CO	IAD
Yarah V. Garcia	CO	IAD
Antonio Miguel M. Dones	CO	LCPMD
Andrea M. Cabagbag	CO	LROD
Maria Katrina D. Cristobal	CO	CCD

II. Practicum/ Internship

The trainees who completed the Basic Training Course shall also undergo the required 40 hour ADR Practicum/ Internship Training Course in order to be commissioned/accredited as ADROs by the ADR Committee, as confirmed by the Secretary, and be recognized as Third-Party Neutral by the Office for the Alternative Dispute Resolution, Department of Justice (OADR-DOJ).

ADDITIONAL PROSPECTIVE ADROS FOR PRACTICUM ONLY
(Prospective ADROs that finished Basic Skills Training from Batches 7 -9)

NAME	Region/Office	
Mary Ann Antonio	2	CENRO, Cauayan
Jimyrus M. Diego	2	CENRO, Palanan
Nelson R. Palo	8	PENRO, Southern Leyte
Elma Cortez	11	CENRO, Monkayo

The schedule of the ADR Practicum/ Internship Training Course as follows:

DATE	VENUE
June 18-24, 2023	TBA

To ensure the efficient and orderly conduct of the said activities, the following members of the ADR Secretariat and staff of the Legal Affairs Service are tasked to provide the necessary technical and administrative support:

1. Atty. Paulo Enrico M. Dones - Head, ADR Secretariat
2. Ma. Teresa G. Zamora – Member, ADR Secretariat
3. Mary Emmeline F. Custodio – Member, ADR Secretariat
4. ADR Committee Secretariat Staff

The ADR Committee shall supervise and oversee the overall conduct of the activity:

1. Atty. Michelle Angelica D. Go – Chairperson, ADR Committee

2. Atty. Emelyne V. Talabis – Member, ADR Committee
3. Norlito A. Eneran, LL.M. – Member, ADR Committee

A Certificate of Participation shall only be given to the trainees who will complete the 40 hours or 5 days Basic Training on ADR while Certificate of Completion shall be given upon completion of required 40 hours or 5 days of the Practicum/ Internship as prescribed by OADR-DOJ.

All training-related expenses to be incurred in the conduct of these activities including accommodation of 4 learning service provider shall be chargeable against the ADR Committee funds, while transportation and traveling expenses of employees from the Field Offices and the Central Office shall be charged against the funds of their respective offices, subject to the usual accounting and auditing rules and regulations.

The Assistant Secretary for Legal Affairs and Chairperson of the ADR Committee, is hereby authorized to change the venue and/or dates of the aforementioned activities in case of unavailability of the resource person/s, venue, or conflict of schedule with other activities of the Department, and shall properly advise the Human Resource Development for documentation.

A report shall be submitted by the ADR Committee online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service - Training and Development Division, fifteen (15) days after the completion of the activity.

This Order shall take effect on the dates specified herein.


AUGUSTO D. DELA PEÑA

Undersecretary for Organizational Transformation
and Human Resources





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ADVISORY

**BASIC SKILLS TRAINING ON ALTERNATIVE DISPUTE
RESOLUTION (ADR) FOR BATCH 15 OF PROSPECTIVE ADR
OFFICERS (ADROs)**

May 7-13, 2023

1. Venue and Accommodation

Canyon Woods Resort Club

Diokno Highway, Brgy. San Gregorio
Laurel Batangas, Philippines

PRE-TRAINING BRIEFING	May 7, 2023	1:00 - 3:00 p.m.	All participants
CHECK IN	May 7, 2023	3:00 p.m.	All participants
CHECK OUT	May 13, 2023	10:00 a.m.	All participants

Personal expenses shall be borne by participants.

2. Transportation

Transportation will be provided as follows:

Bus from the Central Office will be leaving at **09:30 a.m. on May 7, 2023**, to convey participants to the training venue.

3. Training Attire

Smart casual is recommended. Slippers, shorts and sandos are prohibited during the training proper.

4. Training Schedule

Please refer to the attached Program Flow. The general schedule of activities for May 8-12 would be from 8:00 a.m. - 5:00 p.m., subject to change and/or extensions, as the training requires.

5. All participants are required to answer/accomplish the pre-test upon registration at the venue.

6. DENR Hostel is accepting transient on first come first serve basis and its payment shall be shouldered by the respective participants. If you wish to avail accommodations in the DENR Hostel before or after the training proper, please contact **8926-2628 loc. 211**.

7. For more information, please contact ADR Committee Secretariat
denradrcom@gmail.com or 0961405988/09269540099.


Atty. Paulo Enrico M. Dones
Head, ADR Committee Secretariat

VALUES-BASED MEDIATION:
A Mediation Course Designed for Professional Mediation Practitioners
of the Department of Environment and Natural Resources
May 8-12, 2023
Canyon Woods, Lemery, Batangas

Indicative Program Flow for the 5-Day Classroom Training Program

Stage I. Basic Mediation Course (40hour Classroom Training)

Review of relevant ADR Policies (Note: This may be done during the briefing before the course)

- Review of relevant policies on ADR (DENR Legal Service)
- Mediation Procedures and Forms of the DENR (DENR Legal Service)
- DENR Code of Ethics (DENR Legal Service)
- Brief Discussion on the ADR-MRS System (DENR Legal Service)

Day I

8:00 AM – 8:30 AM	REGISTRATION Introduction and Opening Remarks
8:30 AM – 9:00 AM	Introduction of the participants Leveling of Expectations
9:00 AM – 12:00 NN	Exercise: Baby Blues Working Break Values Circle
12:00 NN – 1:00 PM	Lunch Break
1:00 PM -1:30 PM	Awareness of Personal Programs Demo: Recognizing Programs Carrot & Stick Program Victimhood
1:30 PM – 2:30 PM	What is Conflict? The Clash Video Responses to Conflict Retaliatory Cycle of Conflict
2:30 PM – 3:30 PM	Thomas-Kilman Conflict Management Style Instrument Pre-test 7-10mins Answer Key 3mins Lectures
3:30 PM- 3:45 PM	PM SNACKS
3:45 AM – 5:00 PM	Growth Mindset

*****END OF DAY I*****

Day II

8:00 AM – 8:30 AM	Reflections
8:30 AM – 9:00 AM	Exercise: Importance of Intent
9:00 AM – 9:15 AM	AM SNACKS
9:15 AM – 9:45 AM	Human Physiology of Needs
9:45 AM – 12:00 NN	Non-Adversarial Communication
12:00 NN – 1:00 PM	LUNCH
1:00 PM – 2:30 PM	NAC Continuation
2:30 PM – 3:15 PM	Exercise: Putting NAC Together Principles of Distributive Negotiation Exercise: Distributive Negotiation Case
3:15 PM – 3:30 PM	PM SNACKS
3:30 PM – 4:00 PM	De-brief Negotiation Case#1
4:00 PM – 5:00 PM	Principles of Integrative Negotiation

*****END OF DAY II*****

Day III

8:00am – 8:30am	Reflections
8:30 AM – 9:00 AM	Exercise: Integrative Negotiation Case
9:00 AM – 9:30 AM	De-brief Integrative Negotiation Case
9:30 AM – 9:15 AM	PM SNACKS
9:15 AM -11:15 AM	R&B Negotiation Exercise Video: Ted Talk: Margaret Heffernan (optional)
11:15 AM – 12:00 NN	Introduction to Mediation Mediation Basic Concepts (Definition, Styles, Benefits/Advantages) Highlights of RA9285 (Roles of Parties, Ethics, Enforcement of Mediation Agreements)
12:00 NN – 1:00 PM	LUNCH
1:00 PM – 2:15 PM	Mediation Exercise (G&M) How not to Mediate (Video)
2:15 PM – 3:00 PM	How to Mediate:Mapayapa Vendors Cooperative (Video)
3:00 PM – 4:45 PM	Stages of Mediation Working break
4:45 PM – 5:00 PM	Briefing of parties: Mediation Case 1

*****END OF DAY III*****

Day IV

8:00 AM – 8:30 AM	Reflections
8:30 AM – 9:00 AM	De-brief of Mediation Case #1
9:00 AM – 9:15 AM	AM Snacks
9:15 AM – 12:00 NN	Special Skills of a Mediator
12:00 NN - 1:00 PM	LUNCH BREAK
1:00 PM – 1:30 PM	Briefing of parties: Mediation Case # 2
1:30 PM – 3:00 PM	Mediation Exercise II
3:00 PM - 3:15 PM	PM Snacks
3:15 PM – 4:15 PM	De-briefing of Mediation Case #2
4:15 PM – 5:00 PM	Briefing of parties: Mediation Case #3

******END OF DAY IV******

Day V

8:00 AM – 8:30 AM	Reflections
8:30 AM – 10:30 AM	Mediation Exercise III AM snacks
10:30 AM – 12:00 NN	De-briefing of Mediation Case #3
12:00 NN – 1:00 PM	LUNCH
1:00 PM – 1:45 PM	Ambuklao-Binga Story entitled “Making Monkey Business” by Kennedy School of Government at Harvard University
1:45 PM – 3:00 PM	Questioning Asking question in the service of the asked
3:00 PM- 3:15 PM	PM SNACKS
3:15 PM- 4:00 PM	Final Word and Evaluation Awarding of Certificates Closing Remarks Class Picture

*****END*****