



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**

DENR MIMAROPA  
RECORDS SECTION  
**RECEIVED**

**MAY 26 2023**

BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_  
TIME: \_\_\_\_\_

**MAY 04 2023**

## MEMORANDUM

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region  
1515 DENR By the Bay Building, Roxas Boulevard,  
Barangay 668, Ermita, Manila

**THRU** : The ARD for Technical Services

**FROM** : The OIC, PENR Officer

**SUBJECT** : **PROGRESS REPORT ON AND CHALLENGES FACED  
BY THE PMU-MINDORO BIODIVERSITY CORRIDOR  
PROJECT**

Forwarded is the memorandum dated April 20, 2023 of Project Manager of Mindoro Biodiversity Corridor Project which was received on May 2, 2023 regarding Progress Report and Challenges faced by the PMU-Mindoro Biodiversity Corridor Project.

For information and further instruction.

  
**ERNESTOE. TAÑADA**



Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

April 20, 2023

**MEMORANDUM**

**FOR:** : **The Regional Executive Director**  
MIMAROPA Region

**THRU** : **The OIC, PENR Officer**  
Mamburao, Occidental Mindoro

**Maximo C. Landrito**  
The OIC- Assistant Regional Director,  
Technical Services Division

**FROM** : **The Project Manager**  
Mindoro Biodiversity Corridor Project

**SUBJECT** : **Progress Report on and Challenges faced by the PMU-  
Mindoro Biodiversity Corridor Project**

After three (3) months of assuming the position as Project Manager of the Mindoro Biodiversity Corridor Project, the undersigned wishes to report the following highlights of accomplishments and challenges:

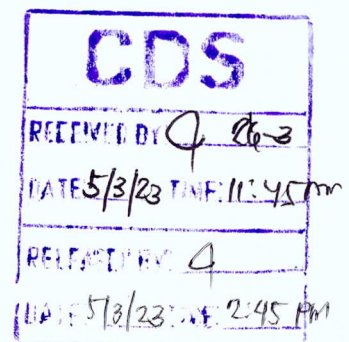
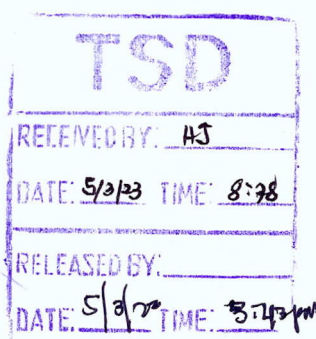
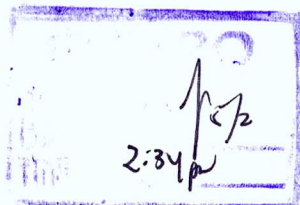
Over-all, the OIC PENRO and his team has been supportive of the BD Corridor project and the PMU-MBC team. However, a number of internal and external challenges remain.

I. Administrative/Finance

1. The MBC has now 6 staffs. These are the following:
  - a. 1 Project Manager
  - b. 1 Landscape Specialist
  - c. 1 Finance and Administrative Officer
  - d. 1 NCIP Focal Person
  - e. 1 Stakeholders Engagement Specialist Coordinator
  - f. 1 Project Driver

An Administrative Support Staff was recently approved by UNDP and process of hiring has started and contract will soon be sent to RED for signature. Proposed reporting date of said additional staff is on May 1, 2023.

In addition, BSWM has seconded one staff to MBC in Mamburao to coordinate the SLM package of activities under the project.







However, MBC still needs one (1) Stakeholder Engagement Specialist (SES), and one (1) Technical Support Staff. The vacancies were already published online and through our networks since January 2023. An applicant for the Technical Support Staff will soon be endorsed to RED.

Despite the lack of staff, the undersigned assumed the SES role to be able to move the project forward. Other staff do multiple-tasking.

2. Though the BD Corridor Ops Manual has been implemented by NPMU and EMBC since 2022, the Ops Manual was formally endorsed by RED to PENRO Mamburao and was received in February 2023. This will surely facilitate the operations of the MBC project. However, the PENRO has different interpretation of some of the provisions in the Operations Manual. Some examples are:
  - a. EO No. 77 cited in the Ops Manual does not allow COS to receive P2200/day DSA without receipts. It was clarified during the UNDP Output Verification Visit on April 19, 2023 that the Ops Manual was designed to implement a “no receipt policy” under the project..
  - b. On MBC activities, PENRO Accountant does not allow more than the approved budget citing the ABC policy. Though the Ops Manual provides that:  
*“A 20% excess from budget indicated in the activity design, for hotel or other service providers is allowed. In the event that the actual expenses exceeded more than 20% of the guaranteed amount as per agreement, the services provider should be paid the actual expenses incurred, subject for justification”.* (p.79).
  - c. Cash advances for activities have not been allowed. This makes it difficult for the project to implement its activities especially when it involves IPs as participants or resource persons. The Ops Manual provides that: *“Cash advances may be requested by the SDO for payment of participants (Indigenous Peoples and Peoples’ Organizations) for any transportation expenses when participating in project meetings, training, workshop, conferences and other events”.* (p. 79).  
It was suggested to assign a Special Disbursing Officer (SDO). Will have to apply for this with the National Treasury. Will need assistance and guidance from RED.
  - d. Issuance of Certificate of Availability of Funds (CAF). UNDP has issued a CAF to DENR. But PENRO Accountant requires cash in bank in the MBC account before a CAF is issued. But this is delayed due to the issues and process involved in the remittance of the budget from UNDP to DENR to PENRO Occidental Mindoro. The BAC cannot award to a supplier/provider without the CAF issued by the accountant. This issue was already addressed twice in 2 meetings with the PENRO management team including during the UNDP Output Verification Visit. It was resolved that in the event there is still no cash in bank with the DENR-PENRO Mamburao account, PENRO Accountant will issue a CAF with the caveat that cash will be available upon downloading of the budget from DENR.





3. As of December 31, 2023, MBC reported an 85% utilization rate. However, the issue faced by another PMU in the said period adversely affected the downloading of the 1<sup>st</sup> quarter budget in 2023. Hence, MBC's 1<sup>st</sup> quarter key activities were postponed resulting in low utilization rate.
4. The approved 1<sup>st</sup> quarter budget of about P5M was not released. MBC used its 2022 savings for its 1<sup>st</sup> Quarter operations e.g., salaries. However, MBC team continued to participate in related-activities organized by other PMUs and partners advancing their own money, at times borrowing from others. In the first week of April, a total of about P727,000.00 was download to MBC as a stop-gap for its Feb-March operations and two key events only: Planning Workshop with NCIP for the CP application and one related to Tamaraw monitoring to be held this April.
5. On process flow within PENRO-Occidental Mindoro, the following are the concerns:
  - a. The MSD does not have a published flowchart with timeframe for each stage of transaction.

RA 11032 "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services Amending for the Purpose RA 9485 Known as the Anti-Red Tape Act of 2007, and for Other Purposes", states the following: *"Section 6. Citizens' Charter. – All government agencies including departments, bureaus, offices, instrumentalities, or government-owned or controlled corporations or LGUs shall set up their respective most current and updated service standards to be known as the Citizens' Charter in the form of information boards which shall be posted in the main entrance of offices or the most conspicuous place, in their respective websites and in the form of published materials written either in English, Filipino or in the local dialect that detail (checklist of requirements, procedure, maximum time to conclude the process, among others)."*

- b. MBC acknowledges the notes of MSD Chief on our official requests/documents, however, there was an instance that MSD Chief doodled BD Corridor in hand-writing on the entire official communication. (See attached). Am not sure what the MSD is message is trying to send.  
Requirements of PENRO Accountant changes from time to time amid agreement reached in management meetings between MBC and PENRO Occidental Mindoro.
- c. Accountant returns official requests without any written explanation e.g., voucher.

*Section 9 (2) states that "No application or request shall be returned to the applicant or requesting party without appropriate action. In case an application or request is disapproved, the officer or employee who rendered the decision shall send a formal notice to the applicant of requesting party"*





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*within the prescribed processing time, stating the reason for the disapproval...”*

6. On timing-in early in the morning. Per MSD, they have an internal policy of disallowing employees including COS timing-in before 7:00 am and timing-out after 6:00pm. MSD stated that this will be considered under time (See attached note from MSD). MSD explained that this policy aims to prevent employees from leaving their offices after timing-in early. However, there was no written policy presented. He said there were (anecdotal) instances that employees time-in early and leave right after to attend to some other matters outside the office. But this claim was not substantiated. Isn't this considered *Loafing* and not *Undertime* under CSC rules?

However, CSC Resolution No. 101357 re Policy on Undertime, defines *undertime* as “*working time that is less than the full time or the required minimum. This is incurred by an officer or employee who leaves or quits from work earlier than the usual eight-hour work schedule in a given working day*”.

- II. Implementation of Activities: MBC Focused on Component 2: CP Approval and creation of the Corridor Alliance Advisory Committee (CAAC) thru RDC.
- a. Facilitation of CP approval
- i. Since most of MBC activities are dependent on the CP approval, MBC has established good rapport with NCIP RD Pascua and NCIP Provincial offices. When RP Pascua visited Occidental Mindoro, MBC team was invited to join her team in her AD visits.
  - ii. Work Orders have been sent by NCIP Regional Office to its Provincial Offices. Hence, Provincial Offices have proceeded to conduct pre-FBI conferences with MBC.
  - iii. Based on the meetings with RD Pascua and the NCIP Provincial offices, the CP application will just go through the validation process since MBC project falls under Part VI: Other Processes, Section 41: Foreign-funded projects Undertaken in Cooperation with NCIP. The Indigenous and Community Conserved Areas (ICCA) /Local Conservation Areas (LCA) has to be addressed during the Pre-FPIC Conference and Planning Workshop with NCIP on April 26-28, 2023.
  - iv. The April 26-28 Pre-FPIC Planning Workshop with NCIP aims to finalize the Work and Financial Plan of the activities to be undertaken in ADs. Dr. Pascua stressed the importance of aligning the MBC activities with the NCIP's 11 Building Blocks with emphasis on BDFEs and ecotourism, technical assistance to updating/formulation of ADSDPP and CADTs.
  - v. To fast-track the process, RD Pascua has invited MBC to join in NCIP-led events/validation/consultation meetings especially in IP communities as part of the pre-Field-Based Investigation (FBI).
  - vi. As of date, MBC (through its NCIP Focal and PM) has facilitated the passage of 4 resolutions supporting the project from 4 Mangyan tribes with CADTs, namely: Alangan (Oriental and Occidental Mindoro),



Buhid-Bangon (Oriental and Occidental Mindoro), HAGURA (Occ./Or.Mindoro) and Iraya (Or. Mindoro). MBC still needs resolution of support from the following:

- Iraya (MAPSA – Occ. Mindoro)
- Tadyawan (Or. Mindoro)
- Batangan (Occ/Or.Mindoro)
- Hanunuo (Or. Mindoro)
- TauBuid (Occ. Mindoro)

MBC team has established good relationship with the leaders of the various Mangyan tribes which will be the foundation for a strong partnership.

b. Creation of CAAC

- MBC has formally presented the project and the proposed CAAC before the Economic Development Committee (EDC) of the RDC last February. As a result, MBC already drafted a resolution creating the CAAC under the EDC and its corresponding TOR. EDC Secretariat (NEDA) is including CAAC in its 2<sup>nd</sup> Quarter regular meeting on May 4, 2023. Hence, the draft resolution was officially submitted by ORED to EDC Secretariat.
- Courtesy visits to Governor Dolor of Or. Mindoro and Gov. Gadiano of Occ. Mindoro.
  - Courtesy visits to Gov Dolor and Gadiano were made in the 1<sup>st</sup> quarter.
  - There is a need to (re)schedule a High Level Meeting of senior officials from UNDP, DENR-BMB, RED, BD-NPB and the 2 Governors to be highlighted by a signing of a Memorandum of Agreement or Understanding. A MOC instead was proposed and a draft was already prepared.
- Presentation before the League of Municipalities – Occ. and Or. Mindoro Chapters
  - MBC through PM presented before the 2 LMP Provincial chapters during their general assemblies to request for their support to the project in general, formation of CAAC and IEM in particular.

c. Presentation before the PAMBS in Occidental and Oriental Mindoro

- MBC presented before all the PAMBS in Occ. and Or. Mindoro aimed at getting their support and cooperation in implementing the MBC activities in PAs especially support to the PAMPs, management effectiveness, SFM and SLM and sustainable financing of conservation.





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- ii. The PAMBs of MIBNP, MCWS, and NLNP were supportive and interested in BDFEs and ecotourism. Even though that the project is focused on the uplands, MBC-PMU presented before the PAMB of ARNP with the aim to have a ridge-to-reef connection. What happens in the upland affects the coastal and marine ecosystem. Hence, one key indicator that could be used is flooding and siltation from the uplands.

It is vital to pro-actively engage the PAMBs and PASUs in the MB Corridor project as partners in order to facilitate delivery of outputs.

- d. Delay in engaging NGO and academe as implementing partners of some of the key activities of the BD Corridor project like HCVA, BDFEs, habitat restoration, among others. Process of engaging partners such as DAF, MBCFI, HARIBON, UST, etc., have started exploring fastest way of procurement. Per ORED, it can be a negotiated bidding or through a MOA under NGO engagement in the procurement category. TOR has been drafted as basis for discussion and revision with the respective partners. Delay in procuring said partners will result in the delay of implementation of activities and delivery of outputs.

The timely downloading of the next quarterly tranches of budget/cash advances to PENRO Mamburao and faithful implementation of the Operations Manual are critical if MBC-PMU is to implement its activities as approved in the 2023 Annual Work and Financial Plan and deliver its target outputs on time.

**ALAIN M. MAULION**  
**Project Manager**

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
PENRO - Occidental Mindoro  
DAILY TIME RECORD

NAME : ALAIN M. MAULION  
EMPLOYEE NO. :  
POSITION :  
DTR PERIOD : 2/1/2023 - 2/28/2023

STATUS :  
DIVISION :  
SCHEDULE : 8:00 AM to 5:00 PM

DATE	Day	MORNING		AFTERNOON		LOW	OT	LT	UT	REMARKS
		IN	OUT	IN	OUT					
02/01/2023	Wed	06:52 AM	12:04 PM	12:51 PM	05:24 PM					
02/02/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#4-101
02/03/2023	Fri	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#4-101
02/04/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
02/05/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
02/06/2023	Mon	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#4-102
02/07/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#4-102
02/08/2023	Wed	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#4-102
02/09/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#4-102
02/10/2023	Fri	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#4-102
02/11/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
02/12/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
02/13/2023	Mon	06:49 AM	12:03 PM	12:45 PM	05:02 PM					
02/14/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#5-154
02/15/2023	Wed	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#5-154
02/16/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#5-154
02/17/2023	Fri	07:16 AM	12:00 PM	12:44 PM	05:39 PM					
02/18/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
02/19/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
02/20/2023	Mon	07:00 AM	12:01 PM	12:50 PM	05:02 PM					
02/21/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#6-195
02/22/2023	Wed	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#6-195
02/23/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#6-195
02/24/2023	Fri	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY					SPECIAL NON WORKING
02/25/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
02/26/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
02/27/2023	Mon	07:52 AM	12:07 PM	12:39 PM	05:18 PM					
02/28/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#8-243
TOTAL								00:00	00:00	

I certify that the entries on this record, which were made by myself daily at the time of arrival and departure from office are true and correct.

ALAIN M. MAULION  
Employee

Verified as to the prescribed office hours.

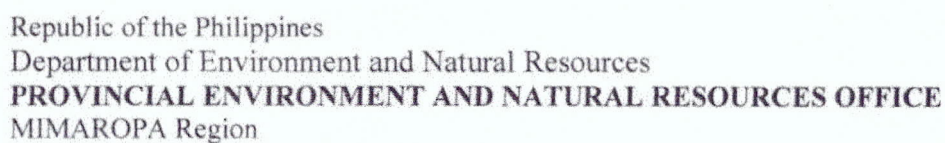
ABE R. FRANCISCO  
Chief, Management Services Division

REMINDER : Please return within 5 days together with the required supporting documents. (i.e. Special Order, Travel Orders, Notice of Meeting, etc.)

MSD	
RECEIVED BY: KJM	44-6
DATE: 3-6-23	TIME: 2:43
RELEASED BY:	
DATE:	TIME:

44-6





BA  
01/24/22

For consideration.

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prescription

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Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

March 7, 2023

## JUSTIFICATION

This is to justify and provide necessary explanation on the compliance of reaching 100% attendance for the Stakeholders' Initiatives Synchronization Workshop in Filipiniana Hotel, Calapan, Oriental Mindoro on November 7 to 11, 2022.

The undersigned was on official travel to Puerto Princesa City during that period attending the learning event on HR System.

For consideration.

Submitted by:

**ABE R. FRANCISCO**  
Chief, Management Services Division

BD con,

Drafted justification not clear. per conversation w/ the accounting, a stronger justification is necessary & suggested that payment be made based on the submitted documents while fixing effort is being done so as not to delay the payment.

6/9/2023