



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
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TRAVEL ORDER
(No. _____)

Name :	Rosalyn S. Jasmin	Date:	May 24, 2023
Position :	LMO II/Chief, RPS	Salary per Annum:	
Departure Date:	June 15, 2023	Div./Sec./Unit:	RPS
Destination:	Regional Office/Baguio City	Return Date :	June 25, 2023
Purpose of Travel:	To follow up RPS- related matters and attend Practicum/Internship Training on ADR (Batch 15 of Prospective ADROs)		

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:

Approved:

DONNA MAYOR- GORDOVE, CESO IV
ARD, Management Services

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)



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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ADVISORY

PRACTICUM/INTERNSHIP TRAINING ON ALTERNATIVE DISPUTE RESOLUTION (ADR) FOR BATCH 15 OF PROSPECTIVE ADR OFFICERS (ADROs) JUNE 18-24, 2023

1. Venue and Accommodation

Paragon Hotel and Suites
14-16 Otek St, Baguio

PRE-TRAINING BRIEFING	June 18, 2023	1:00 - 3:00 p.m.	All participants
CHECK IN	June 18, 2023	3:00 p.m.	All participants
CHECK OUT	June 24, 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 June 18, 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. Medical Needs

Participants who have medical needs are advised to prepare their medicine for the whole duration of the training as the Secretariat cannot warrant that there are drugstores near the venue that cater to or sell the participant's medicine.

5. Training Schedule

Please refer to the attached Program Flow. The general schedule of activities for June 19-23 would be from 8:00 a.m. - 5:00 p.m., subject to change and/or extensions, as the training requires.

6. **Pre-Test**

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

7. **ADRO Handbook**

All participants are advised to bring their ADRO Handbook as matters to be discussed in the pre-training on June 18, 2023 may be found in the same.

8. **ADR-MRS Registration**

For the pre-training briefing, the participants shall be introduced to the ADR Monitoring and Results System (ADR-MRS). Consequently they are required to bring the following:

- a. **Laptop** computer or **tablet** (preferably with keyboard accessories)
- b. Photocopy and prepared **scanned copy of ADR data of cases** subjected to or being subjected to ADR process within the ADROs respective offices.

Please see the link below for the softcopy of the User Manual for your reference. The hardcopy of the manual will be distributed during the pre-training briefing day.

<https://drive.google.com/file/d/1m15uVG52gVy-GNhVTjoKVIIQVPBYg7RT/view?usp=sharing>

Consequently, we are requesting the prospective ADROs to register in the System, by creating their own user account, following the recommended steps stated in the User Manual. The participants may ask the technical assistance of the RICTU Focal Persons assigned in their respective regional and field offices, or their Information Technology Staff, especially during the account registration process. The user account registration, made in advance, aims to mitigate any untoward technical glitches during the actual activity in Dipolog City, and so that the ADR Committee Secretariat can concentrate on the next steps after the registration proper of the User Accounts due to the limited time allotted for the pre-training briefing.

We encourage all participants to register for their User Account ahead of the training briefing day on June 18, 2023, so as they are able to follow and understand the succeeding steps on the functionalities of the ADR-MRS.

9. **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.

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


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