

HIGHLIGHTS OF THE FULL TIME DELIVERY UNIT MEETING
DENR-10 CONFERENCE ROOM
March 7, 2022

ISSUES & CONCERNS	OFFICE	BACKGROUND/CLARIFICATION OF ISSUE/ACTION TAKEN/DISCUSSIONS	RECOMMENDATIONS/ REMARKS/ RED's INSTRUCTION	UPDATES/STATUS FROM THE CONCERNED OFFICE
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Quorum: 10:00am

<p>QMS Update by HEA</p> <p>QMS External auditing on April</p>	<p>ORED</p>	<p>The five offices that will be included for the external audit are:</p> <ul style="list-style-type: none"> - Regional Office - PENRO Misamis Occidental - PENRO Camiguin - CENRO Iligan - CENRO Valencia 		<p>Drafted a memorandum and was signed by the RED for dissemination to the ARD MS and TS, PENROs and CENROs.</p>
<p>1. Comments and observations from the CO-QMS visitors</p>		<ol style="list-style-type: none"> 1. Documented information that will be presented to the external auditor should be reviewed and proofread properly; 2. For documents bearing DENR QR Codes the process owner must be able to show the encrypted information; 3. One folder-one process 4. Documents received and released by designated staff should bear the printed name and signature. 	<ol style="list-style-type: none"> 1. RED: issue an instruction on the comments of the CO QMS Team 	

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		<p>5. PENRO Camiguin to be at the regional office during the external audit to ensure stable internet connection.</p> <p>6. The Quality Policy, in tarpaulin, distributed should be placed in strategic places of the office for information of the clients and employees.</p>		
Vacant Positions (CTI) 2018-2021 is not included in the Administrative Division's PSIPOP (Personal Services Itemization and Plantilla of Personnel)	Administrative Division	Anticipated 4 Vacancies (CTI) for CY 2022 with Actual PS of 736, 116.00 Php.		
		Renovation of Pathway from Old Executive Building to New Guest House with an original budget of 328, 000. 00 Php and additional funds from the Finance Division that with total expenses of 436, 625. 00 Php		<i>Renovation of Pathway from Old Executive House to New Guest House is already Accomplished</i>
		Rehabilitation of Regional Office Perimeter Fence with a budget of 950, 000. 00 Php		<i>Still on-going rehabilitation of Perimeter Fence</i>

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Repair/Rehabilitation of DENR-X Old Guest House	Administrative Division	Repair/Rehabilitation of DENR-X Old Guest House with an original budget of 509,000.00 plus the additional funds from the office of the RED that resulted in the total budget of 666, 265. 00 Php		<i>Rehabilitation of the Old Guest House is done with new house features added (Window Grill, New Client Waiting Area, etc.)</i>
Proposal for the utilization of Roof Top		<p>Proposal of Roof Top with a Floor Area of 378.18 Square Meter to use as Records/Archiving Room</p> <ul style="list-style-type: none"> ➤ Admin will prepare a budget proposal for this project. ➤ Add racks and cabinets for files and documents. ➤ Atty. Ban Michael Pacuribot, Chief of Legal Division has waived its Division's space on the 3rd Floor. (Rooftop) 	Sir Henry Adornado wants to utilize the Roof Top to organize the records, especially in Management Services' Offices – and also suggested to have or prepare new storage for old documents.	
There is no funding for additional Janitorial /Maintenance services		<p>Distribution of Janitors/Utility Workers</p> <ul style="list-style-type: none"> ➤ Maam Grace asked Engr Jabla to help the admin with the beautification of DENR X grounds and offices as part of the QMS. 		

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Cleaning of the area beside and back of the Hostel	Administrative Division		Request for a 1-2 Day Clean-up by all of the Janitors/Maintenance, to fast track the cleaning and lessen the day-to-day work of that area by the responsible janitor/maintenance	
Security Guard Distribution (January to December 2022)		5 for DENR X, 3 for MGB, and 2 for EMB with a total amount of contract of 2,251,512.00 Php -Only 1 provider		
Submission of July-December 2021 IPCR with rating deadline on March 23, 2022				
Submission of IPCR 2022 Commitment deadline on March 25, 2022				

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<ul style="list-style-type: none"> ➤ Utilization of the system/ database on filing leave and TOES ➤ All users/in-charge of the Procurement Services Tracking System (PSTS): Kindly use at all times the PSTS in making progress/moving forward to another office the document for procurement transaction. ➤ Purchase Documents for event/activity shall be obligated before the date of the event as Budget Office is strictly implementing the rules on obligation as to catering services. In case the event/activity was already undertaken or conducted and the job order is still in the process of approval, justification is required. 	Administrative Division	<ul style="list-style-type: none"> ➤ Maam Grace reminded the body to religiously utilize the system/database on filing leave and TOES 		

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Reminded the body of the future conference about the forest with Enforcement Division on March	Legal Division			
Field Offices especially the CENRO don't have enough or adequate storage for the apprehended and confiscated forest products		<p>Atty. Pacuribot highlighted the idea of LPDD to use the timberlands to erect or put storage for the confiscated forest products</p> <p>-Atty Pacuribot suggested that the LPDD may lead this activity.</p> <p>-Sir Dario raised that it is better to have a MOA with LGUs or Enforcement Organizations (AFP, PNP, etc.) who have camps in identified timberland.</p>	<p>Sir Henry suggestions:</p> <p>-To identify timberlands that are near to the Regional Office, to be maintained and secured properly.</p> <p>-The area must be better if it's a property of AFP or PNP, and sign a MOA with them. For better security.</p> <p>-Coordinate with Technical Services Divisions regarding with this matter</p>	
<p>Atty. Pacuribot proposed the idea to the body if it is possible to donate the confiscated woods/forest products to the DepEd. (To Fast-track the disposal of these forest products).</p> <p>-only concern is the hauling of these confiscated forest products</p>		<p><i>Donation of Confiscated Forest Product to the Department of Education.</i></p> <p>-Atty. Pacuribot also highlighted that this action will be based on the Court Decision/Order.</p> <p>-Maam Pura suggested that the confiscated forest products must have a record or data where it came from and to where it would -</p>	<p>ARD Resma suggested to Atty. Pacuribot to study this activity, so that it would also cater other DepEd institutions in the Region. In contrast to the specific DepEd to be donated base on the Court Order.</p>	

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<p>-will provide and coordinate with the DepEd's city superintendents.</p> <p>-Once donated, will informed the CENROs to crush-out from their inventory of confiscated forest products.</p>	Legal Division	<p>be donated or given, to compliment the guidelines of COA.</p>		
<p>Financial Performance as of February 28, 2022</p>	Finance Division	<p>As of February 28, 2022, the DENR 10 has a total obligation rate of 14%, but it is normal to have this rating because we are still in the first quarter of CY 2022 – it is still early.</p> <p>(Fund 101) Obligation Rate per Office:</p> <ul style="list-style-type: none"> ➤ Regional Office – 16% ➤ Bukidnon – 12 % ➤ Camiguin – 11% ➤ Lanao del Norte – 18% ➤ Misamis. Occidental -13% ➤ Misamis. Oriental – 16% 		<p>These Offices assured the Finance Division that by the month of March they will have higher obligation rate/percentage.</p>

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	Finance Division	Obligation Rate for Forest Development, Rehabilitation and Maintenance and Protection: <ul style="list-style-type: none"> ➤ Regional Office – 29% ➤ Bukidnon – 1 % ➤ Camiguin – 2% ➤ Lanao del Norte – 71% ➤ Misamis. Occidental -56% ➤ Misamis. Oriental – 14% ➤ Total – 8% 		There are PENROs that have low Obligation rates, and the Finance Division conducted frequent follow-ups for these offices.
It was only on the 3 rd week of February when the WFP of Protected Areas was finalized, which resulted in low obligation rates of some PENROs as of February 28, 2022.		Obligation Rate for Protected Areas Development and Management: <ul style="list-style-type: none"> ➤ Regional Office – 11% ➤ Bukidnon – 13% ➤ Camiguin – 5% ➤ Lanao del Norte – 12% ➤ Misamis. Occidental -5% ➤ Misamis. Oriental – 12% ➤ Total – 11% 		

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	Finance Division	<p>Obligation Rate for Protection and Conservation of Wildlife:</p> <ul style="list-style-type: none"> > Regional Office – 11% ➤ Bukidnon – 23% ➤ Camiguin – 12% ➤ Lanao del Norte – 0% ➤ Misamis. Occidental -25% ➤ Misamis. Oriental – 0% ➤ Total – 11% 		
		<p>Natural Resources Management Arrangement/Agreement and Permit Issuance has a total obligation rate of 20%</p>		
		<p>Obligation Rate for Management of Coastal and Marine Resources/Areas:</p> <ul style="list-style-type: none"> ➤ Regional Office – 19% ➤ Camiguin – 4% ➤ Lanao del Norte – 15% ➤ Misamis. Occidental -21% ➤ Misamis. Oriental – 10% ➤ Total – 13% 		

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	Finance Division	Obligation rate for Land Survey, Disposition and Records Management: <ul style="list-style-type: none"> ➤ Regional Office – 39% ➤ Bukidnon – 10% ➤ Camiguin – 3% ➤ Lanao del Norte – 3% ➤ Misamis. Occidental -15% ➤ Misamis. Oriental – 26% ➤ Total – 22% 		
There is no obligation yet for the Comprehensive Agrarian Reform Program (CARP) funds.	Finance Division/ SMD	Engr. Jabla explained that the reason why the CARP has zero obligation rate is because it is dependent on the Department of Agrarian – no submission yet of survey returns from DAR.		
Transaction with Toyota	Finance Division/ Enforcement Division	<ul style="list-style-type: none"> - Maam Pura asked Maam Sarah to coordinate with the Cashier pertaining to the previous transaction with Toyota. - Name that will be put on the payee. - Inform and coordinate with Toyota on this matter. matter 		<i>Maam Sarah will see into it.</i>
Update on the Physical Accomplishment as of March 3, 2022	PMD	Enhanced National Greening Program <ul style="list-style-type: none"> ➤ Seedling Production is at 26% ➤ Maintenance and Protection (Year 2- 3) is at 71.8% and 71.63% respectively 		

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- Maam Mabel reminded the body that there are activities that are not a target for the 1 st Quarter	PMD	<ul style="list-style-type: none"> ➤ Hiring of Extension Officers & TSS (No.) is 100% ➤ Jobs Generated is 67.03% ➤ SPAs maintained (No.) is 100% ➤ Seeds Collected (kg) is 100% ➤ Procurement of Laptops (no.) is 68.75% ➤ Establishment/Improvement/Maintenance of Established Nurseries is 45.45% Forest Protection <p><i>Menu 1</i></p> <ul style="list-style-type: none"> ➤ Powerbanks purchased (no.) is 0% ➤ Equipment/Vehicle maintained (motorcycle) (no.) is 117.39% ➤ Vehicle maintained (minitruck/4x4 vehicle) (no.) is 100% <p><i>Menu 2</i></p> <ul style="list-style-type: none"> ➤ DENR checkpoint buildings improved (no.) is 0% ➤ Still don't have any accomplishments at Menu 4 	Sir Henry reminded the body and also the presenter to use Monitoring Station instead of "Checkpoint". In accordance to the instruction from the Central Office.	

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		<i>Menu 6</i> ➤ 100% Accomplishment is only on the Apprehension undocumented forest products.		
Sir Henry ask the Enforcement pertaining to the <i>Menu 4</i> presented by Maam Mabel, planned module on Capacity Building.	Enforcement Division			Maam Sarah answered that the said activity was shifted into Basic Self Defense Training and ENR Law Enforcement for the Forest Law Enforcement Personnel scheduled on the 2 nd Quarter
	PMD	<i>Menu 7</i> ➤ Support to investigation, filing and prosecution of criminal complaints is 23.08% ➤ Hiring of Legal Assistant II is 100% - for CENROs and PENRO Camiguin. <i>Menu 10</i> ➤ Technical staff hired is 100% ➤ Forest Protection Officers hired is 100%		
Status of procurement of RTK		Enhanced Biodiversity		

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	PMD	<ul style="list-style-type: none"> ➤ Protected Area Establishment is 100% ➤ Demarcation of Boundaries for Legislated Pas is 82.35% ➤ RTK Purchased is 0% - 2 RTKs Target on March ➤ SRPAO conducted is 50% <p>-PA Management Plan updated, Updated PAMP reviewed/deliberated, CEPA activities conducted, and Smartphone with GPS procured are accomplished below the target for the period.</p> <p>-Procurement for other activities can be justified, considering that the presentation of the BMB for the additional targets was conducted two weeks ago.</p> <ul style="list-style-type: none"> > PAMB meetings conducted is 50% > PA Office rehabilitated 88% > Cave assessed and classified within PA with reports submitted is 60% 		Engr Jabla is still working on the procurement of these RTKs (On-process)

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		Coastal Management <ul style="list-style-type: none"> ➤ PAs assessed/monitored on WQ parameters is 50% ➤ Trainings conducted is currently at 0% ➤ LGUs provided with technical assistance towards mainstreaming of ICM to their existing CLUPs, CMEMP Database updated/maintained and the Special events conducted with report submitted have no accomplishment yet. 		
Status of DENR 10 Drones	PMD, SMD and CDD	<p>Engr. Jabla updated the body that the battery of the fix-winged drone is already damaged</p> <ul style="list-style-type: none"> ➤ Only the fix-winged worth 4 Million Php is in the Region (Technical Services), while the Quadcopter Drone worth 1.2 Million is in the Central Office. 	Sir Henry suggested to repair the damaged battery of the fix-winged drone and maintain properly these important assets.	
	PMD	<p>Land Management (Accomplishment as of March)</p> <ul style="list-style-type: none"> ➤ Survey and approval of lots on Residential Free Patents (No. of lots) is 68.56% 	Sir Henry reminded and urge the body to always look at the work and financial plan for guidance.	

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	PMD	<ul style="list-style-type: none"> ➤ Survey and approval of lots on Residential Free Patents (ha) is 100% ➤ Residential Free Patents issued and transmitted to ROD (ha) is 100% ➤ Applications processed on Agricultural Areas (ha) is 100% ➤ Agricultural Free Patents issued and transmitted to ROD (ha) is 43.55% ➤ ADR proceedings conducted (no. of Land cases resolved/settled amicably) is at 200% ➤ Hiring of GIS Specialist (No. of GIS hired) is 100% ➤ Land Records Maintenance (No. of office) is 100% 		
Concern on Online Payment/Transaction	Administrative Division	<p>Sir Henry received information from the Central Office, urging the region to practice online transactions/payments for DENR 10 services.</p> <p>-DENR Regional Office already had an agreement with the Land Bank of the Philippines, with the guidance of the Bureau of Treasury.</p>	Sir Henry reminded the Administrative Division to coordinate with the Land Bank of the Philippines (LBP) about this matter.	<p>Engr Jabla already coordinated with LMB relative to Pay Maya about online transactions/payment.</p> <p>Update by Engr. Jabla: <i>ARD MS, Felix S. Mirasol, Jr. will provide</i></p>

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				<i>him a copy of the instruction from DENR-Central regarding the online payment transaction.</i>
	SMD	Engr. Jabla informed the body that the Surveys and Mapping Division is on-track with their accomplishment vis-à-vis the targets.	Sir Henry informed and reminded the body that they will be having a meeting about the concerns on Mt. Kibaritan on March 9, 2022.	
Maam Pura asked for an update from Engr. Jabla regarding the supplies and funds to the Mt. Kibaritan program	FINANCE DIVISION/ MD			Engr. Jabla informed Maam Pura and the body that 5% (Mobilized Fund) out of the 15, 899, 200. 00 Million Php funds and was disbursed for supplies based on the PMP.
	LPDD	Sir Dario updated the body that the LPDD prepared two memorandums: > Clarification for provisional agreement > Memo for CENROs that will include development plan to their application of Foreshore Lease		
Conduct Training on Forest Law Enforcement and Basic Self Defense Training	Enforcement Division	Maam Sarah informed the body that this training event will be conducted on March 22-24, 2022, as 1 st Quarter Target (CY 2022) of ED on Technical Training for DENR Personnel		

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Memorandum sent to the PENROs and CENROs on forest protection	Enforcement Division	Maam Sarah shared that this Memorandum was created in reaction to the recent forest fire in the near province and in harmony with the Fire Prevention Month		
Transportation of these confiscated woods from Mt. Kitanglad		Status of confiscated woods for donation to the province of Surigao	ARD Resma will coordinate with PENRO Alima on the system of hauling and transport of this wood from Mt. Kitanglad and Mt. Pangantucan.	
Non-receipt of Approved SAA	CDD	Implementation of CY 2022 CBFM-CARP Projects are held in abeyance for two months already.	RED Henry requested the concerned office to fast-track the SAA from FMS. Recommendation from CDD: Push through with the conduct of scheduled activities to adhere to the targets per the implementation plan	Constant follow-up with the Central Office on the status of the approved SAA through the official CBFM online group chat by CDD.
Scheduled Activities are dependent on the issuance of approved Sub-Allotment Advice		Issuance of Resolution No. 20-2021 Guidelines on the Conduct of Procurement Activities during the Election Period for the 09 May 2022 National and Local Elections stating that Procuring Entities are prohibited from issuing a Notice of Award starting March 25 – May 8, 2022		<i>Advised field Offices during the Regional CBFM Levelling-Off & Orientation on February 22-23, 2022 to conduct early posting for the 10 approved proposals/projects for Region 10</i>

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Seek guidance from FMB on the recent Land Cover Map to be used as a reference.	CDD	2018 Bukidnon Land Cover Map generated by Environmental Science for Social Change was distributed to LGUs, academe, public and private sectors.	FMB to coordinate with NAMRIA in as much as the latter had a series of meetings with the ESSC on the matter, and to possibly come up/issue a recent 2020 Land Cover Map.	(PhP 15,283,000.00) <i>Requested FMB to clarify if 2018 Bukidnon Land Cover Map can be used as reference in the development planning (FLUP, CRVA and IWMP, etc.) per memorandum dated March 4, 2022.</i>
Coordinate with FMB to initiate harmonization of policies/guidelines on Forest Land Use Planning (FLUP).		The Department of Human Settlement and Urban Development (DHSUD) recently issued a Memorandum Circular No. 2021-05, Section 1.10 specifying that "a DENR approved FLUP is not mandatory or pre-requisite in the approval of a CLUP", which is in conflict with existing DENR-DILG Joint Memorandum Circular (JMC) No. 98-01, Section 9 and JMC No. 2003-01, Section 5.	FMB to coordinate with DHSUD to discuss the implication of the latter's Department policy on FLUP implementation and to come up with a policy recommendation to harmoniously implement FLUP and CLUP at the LGU level.	- <i>Coordinated with FMB to harmonize the FLUP and CLUP implementation;</i> - <i>Encouraged the concerned PENROs and CENROs to conduct thorough coordination/IEC among the target LGUs re: significance of FLUP.</i>
The RO recommended for the amendment of the said MOA as it is observed to be not in accordance with the template provided in the DAO 2021-13 (<i>Guidelines for the Dev't and Recognition of BDFEs in NIPAS</i>), and the submission of the approved copy of the Bids and		The PO NAKASINATI in Baliangao-PLS was granted a financial assistance of PHP 318,088.00 by the Biodiversity Management Bureau under the Coastal and Marine Ecosystems Management Program (CMEMP) for CY 2021 for the enhancement of their mud crab fattening enterprise per	Remarks from CDD: However, it is observed that the procedure of granting financial assistance as stipulated under the Section 9 of DAO 2021-13 was not followed.	<i>PENRO Misamis Occidental has submitted the revised MOA per January 28, 2022.</i>

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<p>Committee (BAC) Notice of Award and Notice to Proceed per memorandum dated December 17, 2021.</p> <p>Note: For immediate compliance</p>	CDD	<p>approved Sub Allotment Advice (SAA) No. 2021-09-017 dated September 28, 2021.</p> <p>Per approved SAA and Notice of Transfer (NTA) No. 21-10-030 dated October 25, 2021, a Memorandum of Agreement (MOA) was entered into by and between PENRO Misamis Occidental and PO NAKASINATI.</p>	<p>Thus, the RO recommended for the submission of a clear status of the MOA, status of the fund utilization, and lacking requirements (i.e. BAC evaluation, BAC NOA, BAC NTP).</p> <p>REDs remarks: RED Henry instructed the CDD to immediately call PENRO Misamis Occidental to come to the Region for leveling-off</p>	
<p>Implementation of the CY 2018 Memorandum of Agreement between the 12 POs in Nunungan, LDN and DENR to re-establish the contracted 741 hectares ENGP plantation</p>			<p>Recommendation from CDD:</p> <p>The region has requested required PENRO Lanao del Norte and CENRO Kolambugan to regularly provide progress report on the matter including the validation report of the Inspection and Acceptance Committee supported with maps (including the shapefile format), geotagged photos, PO Resolutions, and other necessary documents.</p>	<p><i>The Regional Office conducted series of meetings with PENROs, CENRO Kolambugan, LGU, and 12 POs (current meeting was on January 20, 2022 At CENRO Kolambugan) which discussed strategies to fast track the accomplishment of 741 hectares, however, the reported accomplishment to date is only 50%. Further, concerned Pos with areas developed</i></p>

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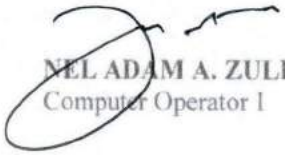
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	CDD			<i>within A&D was transferred to timberland in close coordination and monitoring of CENRO Kolambugan personnel. -CENRO Kolambugan submitted a Status Report on the implementation of 12 PO's on February 14, 2022.</i>
Lacking submission of the consolidated annual report for CY 2021 relative to the established plantation funded NGCP under PENRO Lanao del Norte		PENRO Lanao del Norte shall consolidate the report from CENRO iligan and kolambugan and endorse the same showing the physical and financial progress accomplishments. Also, the report should have mentioned the updates on the overlapping polygons under CENRO Kolambugan	RED Henry proposed to the body that the funds should be transferred to a working CENRO ARD Aldrich agreed to RED's suggestion, but also suggested to pressure PENRO Samer and CENRO Kolambugan to accomplished certain programs to satisfy the providing external entity – will talk with PENRO Samer in the Afternoon. (After the Meeting)	<i>Only CENRO Kolambugan has submitted an annual report to the Regional Office per Memorandum dated December 23, 2021, however, per review it disclosed lacking information as to the issue regarding overlapping polygons.</i>
Non-compliance of DPWH X to Tree Replacement Project pursuant to Joint Memorandum Circular No. 01, Series of 2014.		The region has requested the Central Office for representation to DPWH Central Office per Memorandum dated February 3, 2022 (reiterating Memo Dated December 13, 2021) on the implementation of the Tree Replacement Project and to further revisit		<i>The Regional Office conducted a series of meetings to facilitate the compliance of partner DPWH X on the tree replacement for every tree</i>

HIGHLIGHTS OF THE FULL TIME DELIVERY UNIT MEETING
DENR-10 CONFERENCE ROOM
March 7, 2022

ISSUES & CONCERNS	OFFICE	BACKGROUND/CLARIFICATION OF ISSUE/ACTION TAKEN/DISCUSSIONS	RECOMMENDATIONS/ REMARKS/ RED's INSTRUCTION	UPDATES/STATUS FROM THE CONCERNED OFFICE
		Item III of JMC No. 01, Series of 2014 appertaining to the appropriate replacement ratio of those newly planted seedlings/propagules/planting stocks. Further, Region recommends the non-issuance of Permit to Cut Trees unless the fund is transferred to DENR X through Memorandum of Agreement.		<i>cut within or along the Road Right-of-Way of all DPWH-10 administered infrastructure projects in the region.</i>
Other Concerns: (1) Sir Dario proposed that cars in the Regional Office must be parked/placed properly to avoid the shortage and maximized the parking spaces.		(1) Maam Grace suggested having designated parking spaces for DENR Personnel and Clients. (2) RED Henry reminded the body that Development must be liquidated. (3) Maam Mabel reminded the body that the ExeCom will be on March 17, 2022 at DENR X Conference Room.	(1) RED Henry suggested putting parking instructions and guide paints on the parking grounds.	

Adjournment: 12:20NN

Prepared by:


NEL ADAM A. ZULITA
 Computer Operator I

Approved by:


HENRY A. ADORNADO, Ph.D.
 Regional Executive Director