

GENERAL ADMINISTRATIVE SUPPORT SERVICES (GASS)

*M*anagement and logistics are essential in the successful implementation of the ENR programs, projects and activities in the Region. These include procurement and inventory of supplies, goods, and materials; construction, rehabilitation and maintenance of buildings, equipment and vehicles; payment of financial transactions for internal and external clients; capacitation of personnel through conduct and attendance to meetings, workshops, learning events and conferences; recognition of the milestones of personnel and for exemplary performance of offices; health and wellness of personnel and among others.

More so, the importance of facilitating activities for the clients, particularly senior citizens, persons with disability and youth was recognized. They are considered as partners in nation-building regardless of their age and physical state.

Recognizing the need to provide a conducive working environment to the personnel as well as venue to conduct ENR activities, for the year the following constructions were completed: buildings in Jawili, Tangalan, Aklan and 3rd level of PENRO Iloilo; and footwalk with canopy and perimeter fence in CENRO Belison in the province of Antique. Repairs and maintenance of buildings and other structures were made in PENRO Aklan office building; existing supply and hostel in PENRO Guimaras; technical annex building and main office



CENRO Bago City



PENRO Antique



building of PENRO Negros Occidental. While there were new constructions and rehabilitation of buildings and other structures, 47 office buildings have been maintained from the regional to field offices.

For easy and fast mobility 96 (168%) vehicles were repaired and maintained. These were used to convey personnel in the conduct of monitoring and evaluation of ENR sites, guests and visitors in pursuit of activities related to the implementation of ENR activities, and conduct/attendance to meetings where the venue were outside the office.

The property and accountability have been endeavoured to be in place where for the year reports on the following were prepared: property acknowledgement receipt (PAR), inventory of custodian slip (ICS), property transfer for PPE and semi-expendable property, and physical count of property plant and equipment (RPCPPE). Eighty two (82) reports on waste materials were prepared as well as on the following: 352 request for inspection and acceptance; 250 delivery report; and 318 supplies and materials issued (RSMI).

In terms of property management, 35 inventories were conducted composed of buildings and other structures, furnitures and fixtures, vehicles, office equipment, and survey equipment. Seven (7) disposal plan of unserviceable PPE were prepared and seven (7) unserviceable office equipment/waste materials were disposed.

To ensure that upon occurrence of damage caused by fire, lightning, earthquake and flood, 55 (117%) buildings and other structures were insured including 154 (102%) vehicles and five (5) (250%) watercrafts.

In as far as procurement is concerned, the Region prepared and submitted seven (7) updated annual procurement program (APP) on non-CSE based on approved GAA FY 2023 to GPPB-TSO; posted seven (7) indicative APP non-CSE for FY 2024 on transparency seal; and six (6) FY 2024 APP-CSE. Seven (7) early procurement activities were conducted including



seven (7) PhilGeps posting and submission of seven (7) FOI reports.

The Region engaged on contracting of services by hiring 26 administrative assistants, 26 janitors, 19 security guards, and six (6) drivers.

On personnel management, activities include submission of report of Statement of Assets and Liabilities Networth (SLAN); issuance of 3,837 (229%) certifications and service records; prepared 77 (385%) appointments; prepared 623 (122%) payrolls, reviewed and approved; maintained and updated 1,766 (100%) personnel records; processed 3,904 (181%) leave application; processed 16,313 (132%) DTRs; processed 70 (219%) applications/clearance; and filed 722 (1,444) special order issuance number.

For procurement services, posted to PhilGeps 294 (146%) procurement documents, conducted 52 (371%) public biddings; and acted 1,022 (245%) purchase requests with APP.

With the advent of technology, communications were coursed through emails and for the year 10,270 (149%) documents were emailed and received 14,996 (168%) emails.

The Region was able to record 28,713 clients served by the field offices. The province of Negros Occidental topped to have served 8,700 clients or 39.06% of the total accomplishment

Table 4. Clients Served, CY 2023

Office	Target	Accomp.	% Accomp.
TOTAL	18,200	28,713	157.76
PENRO Aklan	3,000	4,225	140.83
PENRO Antique	4,250	6,956	163.67
PENRO Capiz	3,000	3,416	113.87
PENRO Guimaras	500	885	177
PENRO Iloilo	3,250	4,531	139.41
PENRO Negros Occidental	4,200	8,700	207.14



of the Region, while the province of Guimaras got the lowest number of clients served for the year with 989 or 3.30% of the Region's total accomplishment.

The DENR Hostel has been useful to the personnel of the region since its operation as it has been a temporary shelter during live-out activities. For CY 2023, 24 (240%) accommodation fees were remitted to the cashier and 12 monthly remittance reports were submitted as part of the management of the hostel. The hostel is not only confined to the DENR personnel but as well as to any individual who wish to avail of the accommodation which is very affordable but a safe haven while in the city of Iloilo.

For the year, 10,053 (194%) checks/LDDAP-ACIC were issued and delivered, while 24,197 ORs were issued to internal and external clients as payment for the transactions with the DENR.

Under the Region's financial management, activities involved submission of FY 2024 budget proposals; budget execution through preparation of FY 2024 BED, encoding of budget utilization request (BUR) on the ORS system, preparation of sub-allotment advice (SAA) and modification of allotment form (KAF) and advice for use of PS Allotment (APSA); certification of availability of funds and preparation of special budget request; budget accountability which include preparation of budget accountability reports (BFARS), financial monitoring report (FMR), registry of appropriations and allotments, obligations and disbursements (RAPA)/ registry of budget utilization and disbursements (RAOD)/RBUD); accounting which covers disbursement, remittance, bookkeeping, consolidation of financial reports, submission of compliances like preparation of agency action plans, and budget/finance management through issuance of certifications.

In order to attain the organizational goals, it is important that personnel are capacitated on ENR related concerns considering its immense scope. For the year, ten (10) trainings were conducted; facilitated 329 national/local trainings attended by the personnel; five (5) trainings echoed; coordinated/facilitated 20 trainings/activities; and monitored eight (8) trainings.



Trainings for new entrants were conducted to orient these newly appointed personnel on the organizational goals and different ENR programs, projects and activities of the Department as well as their rights and privileges as regular employees. Notably, the management prepared the potential employees to supervisory positions with the conduct of trainings on Coaching for Peak Performance and Supervisory Development Course Track 2 and for allowing the

<i>Table 5. Trainings Conducted, CY 2023</i>			
Trainings	Male	Female	Total
ENR Frontline Course Batch 7 February 20 to 25, 2023, DENR Activity Center, Iloilo City	14	27	41
Learning Event on Human Resource Management (HRM) Functions March 20 to 21, 2023, DENR Activity Center	4	26	30
ENR Frontline Course Batch 8 April 17 to 22, 2023, DENR Activity Center, Iloilo City	11	16	27
Orientation for New Entrants May 17 to 18, 2023, DENR Activity Center, Iloilo City	19	18	37
Learning Event on Wood Identification, Wildlife Law Enforcement, and Basic Witness Skills for Forest and Wildlife Law Enforcers May 23 to 26, 2023, MO2 Westown Hotel, Diversion Road, Iloilo City	29	28	57
Coaching for Peak Performance July 4 to 6, 2023 at Smallville21 Hotel, Iloilo City	11	19	30
ENR Frontline Course Batch 9 July 17 to 22, 2023, DENR Activity Center, Iloilo City	13	17	30
Roll-Out of HRMIS Electronic Attendance and Review of System of Ranking Positions (SRP) July 24 to 25, 2023	6	20	26
Supervisory Development Course-Track 2 October 17 to 19, 2023, DENR Training Center, Jawili, Tangalan, Aklan	9	30	39
Gender Sensitivity Training (GST) for New Entrants March 16 to 17, 2023, Zuri Hotel, Iloilo City	9	30	39
Learning Event on Gender-Inclusive Emergency Response and Disaster Preparedness: How to Save a Life, Including Yours March 27 to 29, 2023	10	31	41



Pasidungog and Pagdayaw for 2nd Semester CY 2023



A retiree receives Plaque of Achievement to DENR retirees during the 2nd Semester CY 2023 Pasidungog and Pagdayaw in DENR 6 Activity Center, Iloilo City on December 20, 2023



Forester Nonilon Molina receives his recognition as Best Field Engagement during his attendance to the Environment and Natural Resources Academy (ENRA)



Ms. Lea Monique A. Cahilig of PENRO Aklan receives a recognition for passing the Environmental Passers Licensure Examination



Recognition for Self-Development



Newly promoted and appointed personnel of DENR R6



Best Performing PENROs (Guimaras, Antique and Iloilo) and CENROs (Belison, Culasi and Sara) for CY 2022





Coaching for Peak Performance



SDC Track 1 facilitated by CSC 6



SDC Track 2



SDC Track 2 participants with CSC Resource Persons

attendance of some personnel to attend the Supervisory Development Course Track 1 conducted by the Civil Service Commission (CSC) in Region 6.

Human resource is one of the most important resources in the organization aside from the allotment, the reason that Pasidungog and Pagdayaw was conducted in the 1st and 2nd Semesters of CY 2023. One hundred forty three (143) employees were recipient of rewards and recognition. The awards given were Plaque of Achievement to DENR Retirees; Posthumous; Service Awards; Recognition to Career and Self-Development; Board Exam Passers; Best Field Engagement; and Best Performing Offices for CYs 2019 to 2022. On the same occasion, 27 personnel who were promoted and appointed took their oath with RED Livino B. Duran, of which 25 were promoted and two (2) were appointed.

With the COVID-19 pandemic that caused hundreds of lives since 2019, the Region



conducted health and wellness program through learning events and procurement of supplies and materials. These supplies were alcohol, air purifiers, and vitamins among others.

As part of top level management, 71,235 papers/documents were acted, 509 field visits conducted and 930 meetings/conferences attended/conducted. The documents include those that came from other agencies and individuals. The RED, PENROs and CENROs conducted field visits to the different ENR sites in their respective jurisdictions. The meetings were not only confined with those conducted by the DENR, but it includes those conducted by the National Economic and Development Authority (NEDA), LGUs, and among others. Some of these meetings strengthened collaboration with stakeholders resulting in the forging of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU).

In support to senior citizens, differently-abled persons and youth, activities like laboratory examination and medical check up, flu vaccination, massage and forum “Kamustahanay” were conducted on December 4, 2023. Aside from provision of medical check-ups, rice and groceries



Senior citizen clients in PENRO AKlan



Medical check-up in with the Regional Office senior citizen personnel



Senior's Day Celebration in September 2023



were given during Senior Citizen’s Day Celebration; installation of hand railings of stairs; procurement of one Blood Pressure Monitor for official use of Internal and External Client; and outreach program.



Forum-Reconnect: Short Talks on Retirement, the Path to Greater Freedom” conducted by PENRO Antique on November 16, 2023



Retired PENR Officer Ernest Arevalo



Retired Administrative Officer Cecilia S. Gandarosa

In pursuance to DENR Special Order No. 97-648 dated June 7, 1997, DENR Youth Desk was created. The Region's Regional Youth Desk was streamlined making it a one-stop-shop for the sector where information and technical assistance on youth and environment have been catered. For the year, it focuses on the provision of technical visits and assistance in the conduct of YES-O school-based camps of various schools, i.e. David Moises Memorial School, Balit, Mambusao, Capiz, Jagnaya National High School in Brgy. Jagnaya, Jamindan, Capiz, etc.; participation in the preparation for the national Search for Sustainable and Eco-Friendly Schools in support to the environmental awards to be given by the Environmental Management Bureau (EMB); and involvement of youth in the Community Based Employment Program (CBEP) through the implementation of enhanced National Greening Program (ENGP), Community Based Forest Management-Comprehensive Reform Program (CBFM-CARP), Coastal and Marine Ecosystem Program (CMEMP), and other developmental programs/projects of the Department.

Moreover, different environmental activities were participated by the youth in the field offices such as collection of wildlings, Kalikasan on Wheels: Promotion of Seedling Production Technologies and Seedling Caravan in Schools, coastal clean-up, and tree planting.



Lecture on the importance of YES-O PPAs and provision of technical assistance for the implemented thrust programs, projects and activities within school vis-à-vis the approved Calendar of Annual Program and Activities (CAPA SY 2022-2023) of the school

Youth Engagement in the celebration of International Day of Forests on March 21, 2023 under the proclamation of United Nations General Assembly in 2012 and World Water Day celebrated annually every 22nd of March

