Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367

DENR ADMINISTRATIVE ORDER
NO. 2016- 29

NOV 2 5 2016

SUBJECT : **DENR FREEDOM OF INFORMATION MANUAL**

Pursuant to Executive Order No. 02 signed on 23 July 2016 entitled "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor", and to ensure that every Filipino has access to information, official records, public records and documents and papers pertaining to official acts, transactions and decisions, and to government research data used as basis for policy development, the enclosed "DENR Freedom of Information Manual (FOI)" is hereby adopted.

All offices of the DENR and its Bureaus and Attached Agencies shall adhere to the provisions of the said Manual.

This Administrative Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgement of receipt of a copy thereof by the Office of the National Administrative Register, University of the Philippines Law Center.

REGINA PAZ L. LOPEZ
Secretary

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
SENR050807

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Freedom of Information Manual

Department of Environment and Natural Resources

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I. OVERVIEW

1. **Purpose:** The Freedom of Information (FOI) Manual shall provide the guidelines for the Department of Environment and Natural Resources (DENR) in giving information to every Filipino. All actions carried out under this Manual shall be performed by the heads of the various offices of the DENR, as provided in Item No. 2.

2. **Coverage:** The Manual shall cover every request of Filipinos for information directed to the various offices of the DENR, which are as follows:

    2.1 Central Office

    2.2 DENR Field Offices
        2.2.1 Regional Offices
        2.2.2 Provincial Environment and Natural Resources Offices (PENROs)
        2.2.3 Community Environment and Natural Resources Offices (CENROs)

    2.3 Bureaus
        2.3.1 Line Bureaus
            2.3.1.1 Environmental Management Bureau (EMB) including its Regional Offices
            2.3.1.2 Mines and Geosciences Bureau (MGB) including its Regional Offices
        2.3.2 Staff Bureaus
            2.3.2.1 Ecosystems Research Development Bureau (ERDB)
            2.3.2.2 Forest Management Bureau (FMB)
            2.3.2.3 Lands Management Bureau (LMB)
            2.3.2.4 Biodiversity Management Bureau (BMB)

    2.4 Attached Agencies/ Corporations
        2.4.1 Laguna Lake Development Authority (LLDA)
        2.4.2 National Mapping and Resource Information Authority (NAMRIA)
        2.4.3 National Water Resources Board (NWRB)
        2.4.4 Natural Resources Development Corporation (NRDC)
        2.4.5 Philippine Reclamation Authority (PRA)
        2.4.6 Philippine Mining Development Corporation (PMDC)
        2.4.7 Palawan Council for Sustainable Development Staff (PCSDS)

3. The DENR

3.1 Vision

A nation enjoying and sustaining its natural resources and clean and healthy environment.

3.2 Mission

To mobilize our citizenry in protecting, conserving, and managing the environment and natural resources for the present and future generations.

3.3 Mandates of its various Offices

3.3.1 Central Office

- Responsible for the exercise of the mandate of the Department, such as but not limited to conservation, management, development, and proper use of the country's environment and natural resources (ENR); accomplishment of its objectives and discharge of its powers and functions under Executive Order (EO) No. 192 of 1987.

3.3.2 Regional Office

- Implement laws, policies, plans, programs, projects, rules and regulations of the Department; and coordinate with regional offices of other departments, offices, agencies in the region and local government units in the enforcement of ENR laws rules and regulations, and in the formulation/implementation of ENR programs and projects.

3.3.3 PENR Office

- Responsible for planning, coordinating, controlling, preparing and/or updating plans for the protection of environment and development and conservation of natural resources; coordinating ENR management activities in the provinces; enforcing ENR laws, rules and regulations; and investigating and recommending appropriate actions to resolve ENR problems.

3.3.4 CENR Office

- Implement or enforce ENR laws, rules and regulations at the community level for the protection of environment and conservation of natural resources; maintain up-to-date data on ENR conditions; undertake surveys of areas covered by applications for lease and permits; and collect and account for fees due to government from users of natural resources; and initiate the settlements of conflicts between and among users of natural resources.

3.3.5 Environmental Management Bureau (EMB)

- Formulate, integrate, coordinate, supervise and implement all policies, plans, programs, projects and activities relative to the prevention and control of pollution as well as management and enhancement of the environment.

3.3.6 Mines and Geosciences Bureau (MGB)

- Has direct charge in the administration and disposition of mineral lands and mineral resources; undertake geological, mining, metallurgical, chemical, and other researches as well as geological and mineral exploration surveys; recommend to the Secretary the granting of mineral agreements to duly qualified persons and monitor the compliance by the contractor of the terms and conditions of the mineral agreements; confiscate surety, performance and guaranty bonds posted through an order to be promulgated by the Director.

3.3.7 Ecosystems Research Development Bureau (ERDB)

- Formulate, implement and coordinate integrated research, development and extension (RDE) agenda/programs on ENR and other related cross-cutting concerns to address the needs of the various sectors in support of the thrusts and programs of the Department; generate science-based information and technologies for the development of policies on sustainable management of ENR; monitor, evaluate and integrate RDE programs along ENR concerns; formulate viable strategies and implements corresponding programs for the promotion and transfer of technologies to various end-users to accelerate technology adoption and commercialization; provide technical assistance to DENR sectors, other stakeholders and civil society; and develop and maintain networks and linkages with relevant local and international institutions.

3.3.8 Forest Management Bureau (FMB)

- Formulate policies and/or programs for the effective protection, development, occupancy, management and conservation of forest lands and watersheds, including grazing and mangrove areas, reforestation and rehabilitation of critically denuded/degraded forest reservations, ancestral lands, wilderness areas and other natural preserves; develop forest plantations including rattan, bamboo, and other valuable non-timber forest resources, rationalization of the wood-based industries; regulate the utilization and exploitation of forest resources to ensure continued supply of forest goods and services taking into consideration the role of forests to climate change mitigation and adaptation and other emerging issues; and develop forestry-specific investment strategies and create opportunities which are aligned with the principles and policies

relative to forest protection, conservation, management and utilization to promote equitable use and sustainable development.

3.3.9 Land Management Bureau (LMB)

- Formulate and recommend policies and programs for the efficient and effective administration, survey, management and disposition of agricultural (alienable and disposable) lands of the public domain and other lands outside the responsibility of other government agencies; and advise the Secretary on matters involving land management and implementation of the Public Land Act.

3.3.10 Biodiversity Management Bureau (BMB)

- Formulate and recommend policies, guidelines, plans and programs for the management of an national integrated protected areas system (NIPAS) and other governance system, critical habitats, coastal and marine environment, wetlands, caves and other important biodiversity thematic areas, as well as conservation of biological resources including protection, conservation and sustainable use of wildlife resources in the country; conduct policy studies/researches on protected areas system, coastal and marine environment, wetlands, caves and other important biodiversity areas as well as sustainable utilization of biological resources including national parks and other ecotourism/recreational areas; monitor and assess the implementation of policies, guidelines, plans and programs on the conservation of biological diversity and other relevant laws, rules and regulations; develop partnerships and linkages in biodiversity conservation and management; provide technical assistance, coordination, integration and monitor compliance to international commitments relative to biodiversity conservation; and manage the Ninoy Aquino Parks and Wildlife Center (NAPWC) and the National Wildlife Rescue and Research Center (NWRRC).

3.3.11 Laguna Lake Development Authority (LLDA)

- Promote, and accelerate the development and balanced growth of the Laguna Lake area and the surrounding provinces, cities and towns within the context of the national and regional plans and policies for social and economic development and to carry out the development of the Laguna Lake region with due regard and adequate provisions for environmental management and control; preserve the quality of human life and ecological systems; and prevent undue ecological disturbances, deterioration and pollution in the area.

3.3.12 National Mapping and Resource Information Authority (NAMRIA)

- Provide the public with map making services, and act as the central mapping agency, depository and distribution facility for natural resources data in the form of maps, charts, texts, and statistics.

3.3.13 National Water Resources Board (NWRB)

- Act as the lead government agency for the water sector in the Philippines in terms of water resources and potable water; and ensure the optimum exploitation, utilization, development, conservation and protection of the country's water resource consistent with the principles of "Integrated Water Resource Management".

3.3.14 Natural Resources Development Corp. (NRDC)

- Promote the development of the country's natural resources; may conduct mining operation for the development of mineral resources, including seabed quarrying in seven (7) existing mineral reservations, offshore areas and submerged lands within the Philippine Territory; and collect the management fees, service fees, environmental user's fees and other fees in connection with Government Reclamation Projects.

3.3.15 Philippine Reclamation Authority (PRA)

- Responsible for all government reclamation projects.

3.3.16 Philippine Mining Development Corporation (PMDC)

- Conduct and carry on the business of exploring, developing, mining, smelting, and producing, transporting, storing, distributing, exchanging, selling, disposing, importing, exporting, trading and promotion of gold, silver, copper, iron, and all kinds of mineral deposits and substances; and to put up a world class mine in Diwalwal, Municipality of Monkayo, Compostela Valley Province.

3.3.17 Palawan Council for Sustainable Development Staff (PCSDS)

- Serve as the regular professional staff of the Palawan Council for Sustainable Development (PCSD) and provides the machinery to coordinate the policy and functions, implement programs, and organize services as required by the Council in the governance, implementation, and policy direction of the Strategic Environmental Plan for Palawan. PCSD is a policy-making, monitoring, coordinating, and implementing body.

II. DEFINITION OF TERMS

DECISION MAKER: The Heads of the various offices of the DENR or his/her duly authorized representative shall act as the Decision Maker (DM) and shall be responsible for all requests referred to his/her Office, particularly on:

1. The grant or denial of such requests, and/or;
2. The release of information, public records, or official records, in whole or in part.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the DM who shall be in control of the information, public record or official record.

DENR ANNUAL FOI REPORT: A report to be submitted each year to the Presidential Communications Operations Office (PCOO) by the DENR and its various offices detailing the administration of the FOI. Annual FOI Reports contain statistics on the number of FOI requests and appeals received, processed and pending to each government office.

DENR WEBSITE: Government portal for DENR FOI requests developed and maintained by the DENR and can be accessed at www.denr.gov.ph.

EXCEPTIONS: Information that should not be released and disclosed in response to an FOI request because they are protected by the constitution, laws and jurisprudence.

FOI CONTACT: The name, address, and contact details of DENR offices and Records Officers where information can be requested.

FOI RECORDS OFFICE: The primary contact at DENR where the requesting party can call and ask questions about the FOI process or the pending FOI request.

FOI REQUEST: A written request submitted to DENR office personally or by e-mail asking for records or information. The FOI request can generally be made by any Filipino to any DENR office.

FOI WEBSITE: The website that serves as the government's comprehensive FOI website for all information on the FOI. This can be accessed at www.eFOI.gov.ph.

FREEDOM OF INFORMATION (FOI): The Executive Branch recognizes the right of the people to information on matters of public concerns and adopts and implements a policy of full public disclosure of all its transaction involving public interest, subject to the procedure and limitations provided for in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

FREQUENTLY REQUESTED INFORMATION: Information released in response to an FOI request that the DENR determines have become or are likely to become the subject of subsequent request for substantially the same records.

GRANT/DENIAL OF REQUEST: Giving or non-giving of information or access to information whether in whole or in part.

INFORMATION: Any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, or any other similar data materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law and executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

INFORMATION FOR DISCLOSURE: Information promoting the awareness and understanding of policies, programs, activities, rules or regulations affecting the public, government agencies, community and the economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the DENR. In line with the concept of proactive disclosure, this type of information is posted at the DENR websites without need for written requests.

NATIONAL SECURITY: Protection of a nation from attack or other danger by holding adequate armed forces and guarding state secrets.

OFFICIAL RECORDS: Information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

OPEN DATA: Publicly available data structured in a way that enables the data to be fully discoverable and usable by end users. It is consistent with the following principles of Public, Accessible, Described, Reusable, Complete, Timely and Managed Post-Release. This can be accessed at www.data.gov.ph

PENDING REQUEST/APPEAL: A request/appeal that is still for decision of the RO/DM or person or office next higher in authority, respectively.

PERSONAL INFORMATION: Any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and can be directly ascertained by the entity holding the information or when put together with other information would directly and certainly identify an individual.

PROCESSED REQUEST/APPEAL: The number of requests/appeals received and acted upon by the various office of the DENR.

PUBLIC RECORDS: Information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by a government office.

RECEIVED REQUEST/APPEAL: The number of requests/appeals received within the year.

RECORDS OFFICER: There shall be a Records Officer assigned at the various offices of the DENR who shall be responsible for the following:

1. Receive from the requesting party such request for information in the duly accomplished form provided by the concerned office of the DENR, herein marked as Annex "E", stating the minimum requirements such as: the name and contact information of the requesting party, proof of his/her identification or authorization, description of the information requested, and reason or purpose of the request for information.

2. Provide the requesting party reasonable assistance for the latter to comply with the requirements of the DENR.

3. Ensure that such request shall be stamped by the concerned office of DENR indicating the date and time of receipt thereof, complete name and position or designation of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party; and encode the details of such request in the Document Tracking System (DTS) and allocate a computer-generated document number, if applicable.

4. Ensure that the concerned office of the DENR shall respond in writing to the requesting party indicating the grant or denial, in whole or in part, of access to information within 15 working days from receipt thereof.

5. Extend the period of response to the requesting party for another five (5) working days in case the information requested requires extensive search of office's records facilities, examination of voluminous records, or requires more time due to fortuitous events or analogous cases unless exceptional circumstances warrant a longer period.

6. Inform the requesting party, in writing, of any applicable fees to be paid in case of grant of the request to cover any cost for the reproduction of the information required subject to existing rules and regulations.

7. Notify the requesting party, in writing, of the ground/s and circumstance/s for the denial of such request. Failure to notify within the 15 working day period shall be deemed a denial of such request for access to information.

8. Forward or refer and provide assistance to the Decision Maker (DM) any written document of the requesting party questioning his/her action in denying reproduction of any document under his/her custody classified as restricted/limited.

9. Refer to the proper or appropriate office of any request for information, public records, or official records that has custody of such records.

10. No longer act on unreasonable subsequent identical or substantially similar request from the same requesting party whose previous request was already granted or denied by the same office of the DENR.

11. Inform the requesting party of the fact that the information requested was already uploaded in the DENR website.

12. Release all applications of the requesting parties for information which were approved or denied.

13. Monitor all requests and actions pertaining to FOI and submit monthly reports to the DM.

REFERRAL: The requested information is not within the jurisdiction of the receiving office, the same will be forwarded to the concerned DENR office or agency.

SENSITIVE PERSONAL INFORMATION: As defined in the Data Privacy Act of 2012, shall refer to personal information:

1. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;

2. About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;

3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses and its denials, suspension or revocation, and tax returns; and

4. Specifically established by an executive order or an act of Congress to be kept classified.

TRADE SECRET: Information, including a formula, pattern, compilation, program, device, method, technique, or process, that derives independent economic value, actual or potential, from not being generally known to or readily ascertainable through appropriate means by other persons who might obtain economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

III. PROMOTION OF OPENNESS IN GOVERNMENT

1. **Duty to Publish Information.** The DENR shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act No. 9485 (The Anti-Red Tape Act of 2007), and through their website, timely, true, accurate and updated key information including, but not limited to:

    1.1 A description of its mandate, structure, powers, functions, duties and decision-making processes;

    1.2 A description of the frontline services (Service Excellence through Continuous Systems Innovation Monitoring and Evaluation (SECSIME)) it delivers and the procedure and length of time by which they may be availed of;

    1.3 The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;

    1.4 Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;

    1.5 Important rules and regulations, orders or decisions;

    1.6 Current and important database and statistics that it generates;

    1.7 Bidding processes and requirements; and

    1.8 Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.

2. **Accessibility of Language and Form.** The DENR shall endeavour to translate key information into major Filipino languages and present them in popular form and means.

3. **Keeping of Records.** The DENR shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with them and the data generated or collected.

IV. PROTECTION OF PRIVACY

While providing for access to information, the DENR shall afford full protection to a person's right to privacy, as follows;

1. The DENR shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;

2. The DENR shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;

3. The RO, DM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the DENR, shall not disclose that information except as authorized by existing laws.

V. STANDARD OPERATING PROCEDURES (See Annex "D" for flowchart)

1. Basic Procedures:

1.1 Requesting party to submit to the RO his/her request for information in the duly accomplished form provided by the concerned office of the DENR with supporting documents required by the said office.

1.2 RO to provide assistance to the requesting party in complying with the requirements provided by the concerned office of the DENR.

1.3 RO to stamp "RECEIVED" the written request for information of the requesting party indicating the date and time of receipt thereof, his/her complete name and position or designation with the corresponding signature, and a copy thereof furnished to the requesting party; encode the details of such request in the Document Tracking System (DTS) and allocate a computer-generated document number, if applicable.

1.4 RO to inform the requesting party in writing within 15 working days from receipt of the latter's written request the grant or denial, in whole or in part, of access to information indicating the reasons thereof, the applicable fees to be paid in case of grant of request. The period of response may be extended for another 5 working days in case the information requested requires extensive search of office's records facilities, examination of voluminous records, or requires more time due to fortuitous events or analogous cases unless exceptional circumstances warrant a longer period. Failure to notify the requesting party within the 15 working days or 5 working days extended period shall be deemed a denial of such request for access to information.

1.5 RO to refer to the Decision Maker (DM) any written document of the requesting party questioning the former's action in denying reproduction of any document under his/her custody on the basis of exceptions stated in Annex "C". The RO shall also refer to any appropriate office any request for information on documents or records which are not available in the concerned office of the DENR. The RO may no longer act on unreasonable subsequent identical or

substantially similar request from the same requesting party whose previous request was already granted or denied by the same office of the DENR.

1.6 DM to act on any request referred to by the RO within 3 working days from receipt of such referral and to inform the RO of his/her action.

1.7 RO to release to the requesting party all applications/requests for information, official or public records indicating the reasons for approval of denial thereof.

VI. REMEDIES IN CASE OF DENIAL OF REQUEST

Denial of any request for access to information falling under the exceptions provided in Annex "C" may be elevated by the requesting party to the person or office next higher in the authority by filing the written appeal within 15 calendar days from notice of denial or from lapse of the period to respond to the request. The appeal shall be decided within 30 working days from receipt of such appeal. Failure of such person or office to decide within the said period shall be deemed a denial of the appeal. Upon exhaustion of administrative remedies, the requesting party may file the case in the proper court.

VII. FEES

1. The RO shall immediately notify the requesting party in case there shall be a reproduction/authentication fee in order to provide the information. Such fee shall be the actual amount spent by the DENR in providing the information to the requesting party.

2. The DENR may provide digital or electronic copy.

VIII. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of DENR FOI Manual may be ground for administrative and disciplinary sanctions against any erring public officer/ employee as provided under Civil Service Commission and other existing laws, rules and regulations.

   1.1. 1st Offense - Reprimand;

   1.2. 2nd Offense - Suspension of one (1) to thirty (30) days; and

   1.3. 3rd Offense - Dismissal from the service.

2. **Procedure**. The Revised Rule on Administrative Cases in the Civil Service Commission shall be applicable in the disposition of cases under this Manual.

3. **Provisions for More Stringent Laws, Rules and Regulations.** Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by any body or agency which provides for more stringent penalties.

ANNEX "A"

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 02

OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES OF FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFOR

WHEREAS, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its Implementing Rules and Regulations, strengthens the fundamental human right of privacy and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

(a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recordings, magnetic or other tapes, electronic data, computer-stored data, or any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

(b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

(c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

SECTION 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are enjoined to observe and be guided by this Order.

SECTION 3. Access to Information. Every Filipino shall have access to information, official records, public records, and documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence.

The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as

the need to do so arises, for circularization as hereinabove stated.

SECTION 5. Availability of SALN. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President as provided in Section 4 hereof.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which has custody or control of the information, public record or official record, or of the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to an individual's right to privacy as follows:

(a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject matter of the request and its disclosure is permissible under this Order or existing laws, rules or regulations;

(b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested to vilification, harassment, or any other wrongful acts; and

(c) Any employee or official of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office must not disclose that information except when authorized under this Order or pursuant to existing laws, rules or regulations.

SECTION 8. People's Freedom of Information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its

own People's FOI Manual, which shall include, among others, the following information:

(a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can submit requests to obtain information;
(b) The person or officer responsible for receiving requests for information;
(c) The procedure for the filing and processing of the request, as provided in the succeeding Section 9 of this Order;
(d) The standard forms for the submission of requests and for the proper acknowledgment of such requests;
(e) The process for the disposition of requests;
(f) The procedure for administrative appeal of any denial of request for access to information; and
(g) The schedule of applicable fees.

SECTION 9. Procedure. The following procedure shall govern the filing and processing of requests for access to information:

(a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: *Provided*, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations, or it is one of the exceptions contained in the inventory of exceptions as hereinabove provided.

(b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties, particularly those with special needs, to comply with the request requirements under this Section.

(c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title or position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.

(d) The government office shall respond to a request fully compliant with the requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the office concerned to grant or deny access to the information requested.

(e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases. The government office shall

notify the person making the request of such extension, setting forth the reasons for the extension. In no case shall the extension go beyond twenty (20) working days counted from the end of the original period, unless exceptional circumstances warrant a longer period.

(f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. Fees. Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information requested, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. Identical or Substantially Similar Requests. The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office.

SECTION 12. Notice of Denial. If the government office decides to deny the request wholly or partially, it shall, as soon as practicable and within fifteen (15) working days from the receipt of the request, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Case of Denial of Request for Access to Information. A person whose request for access to information has been denied may avail himself of the remedies set forth below:

(a) Denial of any request for access to information may be appealed to the person or office next higher in authority, following the procedure mentioned in Section 8 (f) of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.

(b) The appeal shall be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

(c) Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION 14. Keeping of Records. Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a

records management system that facilitates easy identification, retrieval and communication of information to the public.

SECTION 15. Administrative Liability. Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

SECTION 16. Implementing Details. All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

SECTION 17. Separability Clause. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

SECTION 18. Repealing Clause. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: *Provided*, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

SECTION 19. Effectivity. This Order shall take effect immediately upon publication in a newspaper of general circulation.

Done, in the City of Manila, this 23rd day of July in the year of our Lord Two Thousand and Sixteen.

By the President:

SALVADOR C. MEDIALDEA
Executive Secretary

REPUBLIC OF THE PHILIPPINES
PRMD 3014 - 000164

CERTIFIED COPY

MARIANITO M. [illegible]
DIRECTOR IV
MALACAÑANG RECORDS OFFICE

6

ANNEX "B"

RECORDS OFFICERS OF THE VARIOUS OFFICES OF THE DENR

Office	Location of Records Office	Contact Details	Assigned Records Officer
DENR Central Office	Basement, DENR Central Office, Visayas Avenue, Diliman, Quezon City	(02) 8926-8079 rmdd@denr.gov.ph	Jane G. Bautista
STAFF BUREAUS			
Forest Management Bureau (FMB)	G/F FMB Bldg.,Visayas Avenue, Diliman, Quezon City	(02) 925-2141 forestryrecords@gmail.com	Lucia C. Francisco
Biodiversity Management Bureau (BMB)	Bldg. No. 6 Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City	(02) 8924-6031 loc. 217 records@bmb.gov.ph	Melissa S. Urbano
Ecosystems Research and Development Bureau (ERDB)	G/F ERDB Bldg., Forestry Campus, College, Laguna 4031	(049) 536-2229/ 536-3320 loc. 236 erdbrecords@gmail.com	Benjamin E. Beltran
Land Management Bureau (LMB)	2/F LMB Bldg., Plaza Cervantes, Binondo, Manila	(02) 988-3367 loc. 2105 lmb_rkmd@yahoo.com; denrlmb@yahoo.com	Victor B. Balde
LINE BUREAUS and REGIONAL OFFICES			
Environmental Management Bureau (EMB)-Central Office	HRD Bldg., EMB Central Office, DENR Compound, Visayas Avenue, Diliman, Quezon City	(02) 8920-2253 recordsco@emb.gov.ph; nelly_barizo@emb.gov.ph	Nelly P. Barizo
EMB RI	DENR Compound, Brgy. Sevilla, City of San Fernando, La Union	(072) 700-2448/ 700-2449/ 0977-8467416 emb1records@yahoo.com; region1@emb.gov.ph	Jurma Ann Gargoles
EMB RII	1/F 20 Pagayaya Road, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	(078) 377-7770 embr02@yahoo.com; emb_r02@yahoo.com	Joey I. Sangap
EMB RIII	Turquoise St., Zone 2, Ramar Vill., Brgy. San Agustin, San Fernando City, Pampanga	(045) 649-1071 recordsection.embr3@gmail.com	Ma. Theresa S. Pangilinan
EMB RIV-A	6/F 1515 L&S Bldg., DENR by the Bay, Roxas Blvd., Manila	(02) 536-3095	
EMB RIV-B	6/F DENR by the Bay Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 8536-9786/ 8400-5960 r4brecords@emb.gov.ph	Linda M. Paladio
EMB RV	Regional Center Site, Rawis, Legazpi City	(052) 742-2824/ 742-2797/ emb5@emb.gov.ph; irarocellebenedito@yahoo.com	I-Ra Rocelle M. Benedito
EMB RVI	EMB Bldg., DENR Compound, Parola, Iloilo City	(033) 336-6989 embr6@emb.gov.ph	Phoebe Jones Portillo

EMB RVII	G/F Greenplains Subd., Banilad, Mandaue City	(032) 346-9426; 260-9777 bea_lawas@yahoo.com	Maribel M. Lawas
EMB RVIII	2/F EMB Bldg., Jones St., Brgy. 02, Tacloban City	(053) 832-1088 emb8_records@yahoo.com	Ladylle B. Oledan
EMB RIX	Lantawan, Pasonanca, Zamboanga City	(062) 985-0429/ 985-0428/ r9@emb.gov.ph; dhonnafaithlegaspi_emb09@yahoo.com	Dhonna Faith M. Legaspi
EMB RX	EMED Bldg., EMB-X, DENR Compound, Macabalan, Cagayan de Oro City	(088) 856-9362 loc. 1011 region10emb@gmail.com	Sittie Carima L. Rengia
EMB RXI	3rd Avenue cor. V. Guzman St. Brgy. 27-C, Sta. Ana, Davao City	(082) 234-2261 loc. 10 agacodilla@yahoo.com	Baldina Balguia
EMB RXII	Regional Center 12, Brgy. Carpenter Hill, Koronadal City, South Cotabato	(083) 228-1071 loc. 217 emb12records@gmail.com	Febe T. Arana
EMB RXIII	Purok 5, Brgy. Ambago, Butuan City	(085) 817-1841 caraga@emb.gov.ph	Rose Jane E. Ladaran
EMB CAR	DENR Compound, Gibraltar Road, Baguio City	(074) 665-2905 loc. 14 embcar_baguio0566@yahoo.com	Virginia T. Basinga
EMB NCR	G/F National Ecology Center, East Ave., Diliman, Quezon City	(02) 8931-2654 embncr.records@yahoo.com	Mary Grace Alejo
Mines and Geosciences Bureau (MGB) – Central Office	G/F North Avenue, Diliman, Quezon City	(02) 8667-6700 loc. 155 minescorecords@yahoo.com	Elvie C. Antenor
MGB RI	3/F DENR Bldg., Government Center, Sevilla, City of San Fernando	(072) 607-2686/ 0977-2701514/ 0928-1726993 mgb_ro1@yahoo.com	Margarette S. Mangaoang
MGB RII	2/F Office of the Regional Director, No. 18 Dalan Na Pagayaya cor. Matunung, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan 3500	(078) 304-5561 mgb_2@yahoo.com.ph	Marie Rose R. Tangan
MGB RIII	2/F Cleofer's Bldg., Gen. Hizon Avenue, City of San Fernando, Pampanga	(045) 961-3523/ 963-6387 mgbr3@yahoo.com	Lyn C. Sibug
MGB RIV-A	8/F 1515 DENR by the Bay Bldg., Roxas Blvd., Ermita, Manila	(02) 5310-8897 region4a@mgb.gov.ph	Socorro P. Hernandez/ Philip Michael T. Granda/ Jean Pauline O. Ventolero

MGB RIV-B	7/F 1515 DENR by the Bay Bldg., Roxas Blvd., Ermita, Manila	(02) 8536-0215 region4b@mgb.gov.ph	Nheslaine C. Eval
MGB RV	G/F DENR Annex Bldg., Regional Center, Rawis, Legazpi City	(052) 482-1056; (052) 482-1156 region5@mgb.gov.ph; mgbr5records@gmail.com; mgb5foirecordsgmail.com	Donna N. Macinas
MGB RVI	G/F Queen City Garden Mall, J. De Leon St., Iloilo City	(033) 500-5097 mgb6iloilo.records@gmail.com	Rosalyn M. Bugna
MGB RVII	2/F Greenplains Subd., Banilad, Mandaue City	(032) 346-9309 mgb7cebu@gmail.com	Judelyn C. Tañiza
MGB RVIII	G/F MacArthur Par, Candahug, Palo, Leyte 6501	(053) 832-4214/ 323-8009 region8@mgb.gov.ph	Gloria A. Dumas
MGB RIX	G/F Pasonanca Park, Pasonanca, Zamboanga City 7000	(062) 992-2194/ 992-2086 mgb_ro9@yahoo.com	Joemark C. Bondad
MGB RX	3/F Macabalan, Cagayan de Oro City	(088) 856-1331/ 856-2110 denrmgb10@yahoo.com	Cyril B. Bichara
MGB RXI	2/F EMB-MGB XI Bldg., 3rd Avenue cor. V. Guzman St., Brgy. 27-C, Davao City 8000	(082) 222-1968/ 8221-6535 mgbxi.org@gmail.com	Estrella C. Casanaan
MGB RXII	G/F Prime Regional Center, Brgy. Carpenter Hills, Koronadal City, South Cotabato 9506	(083) 228-6130/ 6131 mgbxii@gmail.com	Dimple R. Tenorio
MGB RXIII	G/F Km. 2 National Highway, Surigao City	(086) 826-5256 mgbrxiii@gmail.com	Jessiebeth L. Real
MGB CAR	G/F 80 Diego Silang St., Baguio City	(074) 442-6392/ 6393 car_mgb@yahoo.com	Cleofe S. Depago/ Sheila May V. Sanqui
ATTACHED AGENCIES			
Laguna Lake Development Authority (LLDA)	3/F LLDA Building, National Ecology Center, East Avenue, Diliman, Quezon City	(02) 376-4044 loc. 126 foi.ro@llda.gov.ph	Peter Jedel F. Mariano
National Mapping and Resource Information Authority (NAMRIA)	2/F NAMRIA Main Bldg., Lawton Avenue, Fort Bonifacio, 1634 Taguig City	(02) 8810-4831 loc. 212/ 8889-9955 records@namria.gov.ph zaleano@namria.gov.ph	Zenaida A. Leano
Natural Resources Development Corporation (NRDC)	9/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 521-9421 loc. 103 jsdimalanta_nrdc@yahoo.com; admin-nrdc@denr.gov.ph	Josefina S. Dimalanta
National Water Resources Board (NWRB)	8/F NIA Bldg., EDSA, Diliman, Quezon City	(02) 8920-2793 caesar.soliven@nwrb.gov.ph	Ceasar L. Soliven
Palawan Council for Sustainable Development Staff (PCSDS)	3/F PCSD Bldg., Sport Complex Road, Sta. Monica Height, Puerto Princesa City, Palawan	(048) 434-4235 oed@pcsd.gov.ph	Marilou Kuddana
Philippine Reclamation Authority (PRA)	7/F Legaspi Tower 200, 107 Paseo de Roxas, Makati City	(02) 459-5000 loc. 7614 info@pea.gov.ph	Sylvia J. Dela Cruz

Philippine Mining Development Corporation (PMDC)	30/F West Wing, Philippine Stock Exchange, Condominium Center, Exchange Road, Brgy. San Antonio, Pasig City	(02) 706-1631 info@pdmc.com.ph	Kristhine Bernadette R. Gaor
DENR REGIONAL AND FIELD OFFICES			
DENR-National Capital Region (NCR)	3/ F National Ecology Center, East Ave., Diliman, Quezon City G/F National Ecology Center, East Avenue, Diliman, Quezon City 2/F National Ecology Center, East Avenue, Diliman, Quezon City	(02) 374-0091 denrncr_recordsunit@yahoo.com; ncrdenrsmd@gmail.com (02) 929-0589 (02) 928-4807	Myra M. Elot Caronia Murcia/ Perla Munoz Imee Grace Salugao
DENR-Cordillera Administrative Region (CAR)	DENR Compound, Gibraltar, Baguio City 2600	(074) 424-8509/ 0998-8637521 recordscar18@gmail.com	Jonathan G. Pacheco
PENRO Abra	Casamata Hill, Bangued, Abra	(074) 752-8252/ 0917-3415004 PENRO_Abra@denr.gov.ph	Ronalyn T. Balla
CENRO Bangued	Casamata Hill, Bangued, Abra	0955-3627634 cenro_bangued@yahoo.com	Ma. Glenda Joy A. Aberilla
CENRO Lagangilang	Lagangilang, Abra	(075) 280-8016 cenrolagangilang@yahoo.com.ph	Hazel Mae G. Barbero
PENRO Apayao	2/F LAMS Bldg., PENRO Apayao Compound, San Isidro, Luna, Apayao	0948-7898713 apayaopenro@yahoo.com	Eurah June A. Cawalo
CENRO Calanasan	2/F CENRO Sub-Office, Payanan, San Gregorio, Luna, Apayao	0955-4909993 cenrocalanasan@yahoo.com.ph	Ginalyn G. Viernes
CENRO Conner	2/F CENRO Conner Bldg., Buluan, Conner, Apayao	0975-2450726 cenroconner@gmail.com	Jane B. Tupagen
PENRO Benguet	Wangal, La Trinidad, Benguet	(074) 422-7445/ 0910-1120203 penrobenguet@yahoo.com; penro_benguet@yahoo.com	Myrna A. Garcia
CENRO Baguio	DENR Compound, Gibraltar, Baguio City	(074) 442-7316/ 0917-1481453 cenrobaguiocity@gmail.com; denrcenrobaguiocity@gmail.com	Agusta A. Allatiw
CENRO Buguias	Taneg, Mankayan, Benguet	0908-6293071 cenrobuguias@yahoo.com	Josefa P. Dampilag

PENRO Ifugao	Bannit, Payawan, Lamut, Ifugao	0916-6947721 penro_ifugao@yahoo.com	Noreen K. Nabokiag
CENRO Alfonso Lista	Namillangan, Alfonso Lista, Ifugao	0935-6146589 cenroalista@yahoo.com	Venus A. Diego
CENRO Lamut	Bannit, Payawan, Lamut, Ifugao	0997-4008957/ 0936-8759200 cenrolamut55@yahoo.com	Norma G. Belingon
PENRO Kalinga	Purok 6, Hilltop, Bulanao, Tabuk City, Kalinga	0919-3582899 penro_kal_car@yahoo.com	Rhodora B. Boclongan
CENRO Pinukpuk	Pinukpuk Junction, Pinukpuk, Kalinga	0908-8629032 cenropinukpuk@gmail.com; cenropinukpuk2@gmai.com	Michelle J. Bergonia
CENRO Tabuk	Dagupan Centro, Tabuk City, Kalinga	0995-8097690 cenro_tabuk@yahoo.com.ph	Krishna Deanne B. Tallog
PENRO Mt. Province	Upper Caluttit, Bontoc, Mt. Province	0921-7990933/ 0910-4245297 penro_mtprovince@yahoo.com	Myrill D. Ngina
CENRO Paracelis	Poblacion, Paracelis, Mt. Province	0949-4931702 cenro_paracelis@yahoo.com	June Ray Cayabas
CENRO Sabangan	Sabangan, Mt. Province	0910-8198439 cenrosabangan@yahoo.com.ph	Erlinda C. Fillag
DENR Region I	G/F, DENR 1 Bldg., Government Center, Sevilla, San Fernando City, La Union	(072) 700-0116 adrecordsdenr1@gmail.com	Imelda F. Galvez/ Cresencio L. Florendo/ Atty. Cathleen Lezette S. Ofilas-Keith
PENRO Ilocos Norte	Giron St., cor. Castro Avenue, Laoag City, Ilocos Norte	(077) 772-0254 penro_inorte@yahoo.com	Josielyn F. Ufano/ Virmae C. Ocol
CENRO Bangui	Brgy. Manayon, Bangui, Ilocos Norte	(077) 600-6331/ 0917-5554073 denr_bangui@yahoo.com; maryrose.figueras@gmail.com	Mary Rose F. Acido
CENRO Laoag	Brgy. Barit, Laoag City, Ilocos Norte	(077) 771-1476 cenrolaoag@yahoo.com	Roem C. Tunac/ Ma. Bernadette A. Acosta
PENRO Ilocos Sur	2/F DENR PENR Office Bldg., Quirino Blvd., Zone V, Bantay, Ilocos Sur	(077) 674-0549 penrois@yahoo.com	Richmond John D. Rionguigui
CENRO Tagudin	2/F DENR CENR Office, Bitalag, Tagudin, Ilocos Sur	0921-2089577 cenro_tagudin@yahoo.com	Jyan A. Beligan
CENRO Bantay	1/F DENR PENR Office Bldg., Quirino Blvd., Zone V, Bantay, Ilocos Sur	cenrobantay@yahoo.com	Michael Angelo A. Taborda
PENRO La Union	PENRO Bldg., Government Center, Sevilla, San Fernando City, La Union	(072) 242-3780/ 888-7567 penrolaunionsfc@yahoo.com.ph	Clarence A. Laigo/ Jonalyn G. Oreta
PENRO Pangansinan	CENRO Office (Main) 1/F AB Fernandez West, Dagupan City	(075) 523-7447/ 516-2162 denrpenropangasinan@yahoo.com	Evangeline Evangelista/ Joseph Q. Garcia

CENRO Alaminos City	CENRO Office 2/F, San Jose Drive, Alaminos, Pangasinan	(075) 632-3174 cenro.alaminos2@gmail.com	Milagros D. Reynaldo
CENRO Dagupan City	CENRO Office, 1/F Tondaligan, Bonuan, Dagupan City, Pangasinan	(075) 529-2823 cenrodagupan@yahoo.com	Melanie O. Dela Cruz
CENRO Urdaneta City	CENRO Office (Old Bldg.), 1/F Brgy. Anonas, Urdaneta City, Pangasinan	(075) 696-1065 denrcenro_urd@yahoo.com	Tabitha Andrea V. Ylarde
DENR Region II	#14 Dalan na Pagayaya cor. Angicacua Regional Government Center, Carig Sur, Tuguegarao City	(078) 304-0768/ (02) 988-3367 loc. 2314; 0935-3807450 adm.generalrecords@gmail.com; denr02@yahoo.com; denr02@landrecords2015@yahoo.com	Alma A. Lorenzo/ Emalinda Andal
PENRO Batanes	DENR-PENRO Bldg., Brgy. San Antonio, Basco, Batanes 3900	0998-5659285/ 0909-8100314 penrobatanes@yahoo.com.ph; penrobatanes@gmail.com	Shanli C. Abad
PENRO Cagayan	Nursery Compound, San Gabriel, Tuguegarao City	(078) 844-0422 penrocagayan@yahoo.com	Marie Jean G. Payba
PENRO Cagayan Sub-Office	Carig Sur, Tuguegarao City	(078) 395-0147 cenro_tug@yahoo.com	Ma. Arlene C. Aggabao
CENRO Alcala	Baybayog, Alcala, Cagayan	0916-6782766 ilarde.viernes@yahoo.com	James M. Espejo
CENRO Aparri	Punta, Aparri, Cagayan	(078) 888-0024 karlameitaguba32@gmail.com	Karla Mei B. Taguba
CENRO Sanchez Mira	Centro 2, Sanchez Mira, Cagayan	(078) 396-0542 cenrosmira@yahoo.com	Veronica E. Espejo
CENRO Solana	Lannig, Solana, Cagayan	0977-8479328 cenro_solana@yahoo.com	Virginia D. Arao
PENRO Isabela	PENRO Compound, Osmeña, City of Ilagan, Isabela	(078) 323-1238 denr_penro_ilagan@yahoo.com	Ma. Lydia T. Rivero
PENRO Roxas Sub-Office	Centro, Roxas, Isabela	0917-6919941 cenro_roxas@yahoo.com	Mercedita B. Dizon
CENRO Cabagan	Cansan, Cabagan, Isabela	0977-8475065 cenrocabagan1@gmail.com; joanamarie@gmail.com	Joana Marie G. Tumaliuan
CENRO Cauayan	Silawit, Cauayan City, Isabela	0926-9277463/ 0906-6153151 cauayancenro@yahoo.com; cauayancenro@gmail.com	Ronald Rave R. Ramos
CENRO Naguilian	San Manuel, Naguilian, Isabela	0906-1864496	Aida A. Valdez

		denrcenronaguilian@yahoo.com.ph; valdezaida@yahoo.com	
CENRO Palanan	Centro West, Palanan, Isabela	0977-8066975 denrpalanan@gmail.com; fefutibarra1969@gmail.com	Fe T. Ibarra
CENRO San Isidro	CENR Office Compound, Bldg. #2, Ramos East, San Isidro, Isabela	0906-4478374 cenrosanisidro@denr.gov.ph	Susan S. Calangian
PENRO Nueva Vizcaya	Capitol Compound, Bayombong, Nueva Vizcaya	0915-8679192	Prencesita P. Aganon
PENRO Bayombong, Nueva Vizcaya Sub-Office	Magsaysay, Bayombong, Nueva Vizyaca	0926-3055311	Nanette Lorraine T. Lacbayan
CENRO Aritao	Darapidap, Aritao, Nueva Vizcaya	0927-9107776	Celia C. Catubig
CENRO Dupax	Dupax Del Norte, Nueva Vizcaya	0926-2773887	Carren Jae D. Manzano
PENRO Quirino	PENR Office, Andres Bonifacio, Diffun, Quirino	0936-4968459 denr_qrno@yahoo.com; penroquirino@gmail.com	Abbygail Y. Oria
CENRO Diffun	CENR Office, Andres Bonifacio, Diffun, Quirino	0905-7767460 denr_qrno@yahoo.com; penroquirino@gmail.com	Jasmine Love D. Nelmida
CENRO Nagtipunan	CENR Office, Dipantan, Nagtipunan, Quirino	0905-9323957 nagtipunandenr@gmail.com	Jay N. Pindog
DENR Region III	G/F Diosdado Macapagal Government Center, Brgy. Maimpis, San Fernando City, Pampanga 2000	(02) 988-3367 loc. 2516/ 0906-4015906; 0917-5322510 recordsunitdenrr3@yahoo.com; elsatongol@yahoo.com	Ma. Socorro B. Rivera/ Elsa Malabanan Tongol
PENRO Aurora	Brgy. Pingit, Baler, Aurora	(042) 209-9212/ 0917-6305542 mariazeny6@yahoo.com	Zenaida M. Porqueriño
CENRO Casiguran	Brgy. Calangcuasan, Casiguran, Aurora	cenrodingalan2016@gmail.com	Zylenegrace Amatorio
CENRO Dingalan	Brgy. Casagsagan, Dingalan, Aurora	0949-4174495 neliaflora@gmail.com	Rizaldie A. Agpoon
CENRO Dingalan Sub-Office	Brgy. Florida, Maria Aurora, Aurora	0907-7922698 iambubbly1127@gmail.com	Rosanna M. Lombres
PENRO Bataan	Ala Uli, Pilar, Bataan	(047) 633-5406 penrobataan@yahoo.com	Paula Bianca Monsarate
CENRO Bagac	Binukawan, Bagac, Bataan	0918-3744371 cenrobagacbinukawan@gmail.com	Vnaida S. Hapin

CENRO Dinalupihan	San Ramon, Dinalupihan, Bataan	(047) 633-1405 cenrodinalupihan@yahoo.com	Aleah Louise S. Diwa
PENRO Bulacan	2/F Lysa Queen, San Pablo, Malolos City, Bulacan	(044) 794-7090 denr_bulacan@yahoo.com	Abelardo C. Manio, Jr.
CENRO Baliuag	Brgy. Pagala, DRT Highway, Baliuag, Bulacan	cenrosanrafael@yahoo.com	Juvy Rose Dela Cruz
CENRO Tabang	2/F Lipana Bldg., Tabang, Guiguinto, Bulacan	(044) 794-0152 cenro_tabang@yahoo.com	Roselda Calaipan
PENRO Nueva Ecija	Brgy. Singalat, Palayan City, Nueva Ecija 3132	(044) 940-1973/ 0916-7663143 denr_nuevaecija@yahoo.com; rufinagutoc@gmail.com	Rufina T. Gutoc
CENRO Cabanatuan City	CENRO Bldg., City Hall Compound, Kapitan Pepe Subd., Cabanatuan City, Nueva Ecija 3100	(044) 940-5695 aldreen_sinX@yahoo.com; agsalonga007@gmail.com	Aldreen G. Salonga
CENRO Muñoz	Poblacion, Science West, Science, City of Muñoz, Nueva Ecija 3119	(044) 456-0711 denrcenromunoz@yahoo.com	Harlene Vililia
PENRO Pampanga	San Antonio, Guagua, Pampanga	(045) 436-6964 penropampanga@yahoo.com	Adrian G. Salonga
PENRO Tarlac	2/F DENR-PENRO Tarlac, MacArthur Highway, Brgy. Paraiso, Tarlac City	(045) 985-3486 denr_penrotarlac@yahoo.com	Czar Richard Lawrence E. Manlutac
CENRO Camiling	2/F DENR-CENRO Camiling TAU Compound, Brgy. Malacampa, Camiling, Tarlac	(045) 491-5736 cenrocamiling@yahoo.com	Shirley M. Nazarro
CENRO Capas	1/F DENR-CENRO Capas Death March, Brgy. Cutcut, 1st Capas, Tarlac	(045) 324-0016 cenrotarlaccity@yahoo.com	Cheyselle Anne R. Patdu
PENRO Zambales	Balili, Palanginan, Iba, Zambales	(047) 811-1339 denrzambales@yahoo.com	Khaytie Jean A. Reyes
CENRO Masinloc	Sta. Rita, Masinloc, Zambales	(047) 821-1294 cenro_masinloc@yahoo.com	Christine Joy E. Ealdama
CENRO Olongapo City	Upper Kalaklan, Olongapo City	(047) 224-2669 cenroolongapo@yahoo.com	Teresita G. Tagara
DENR Region IV-A (CALABARZON)	Mapayapa Main Road (along SLEX), Brgy. Mapayapa, Calamba City, Laguna Brgy. Lalakay, Los Banos, Laguna	0920-2068610/ 09553912684/ 0977-4920857 denr4a.ord@gmail.com; guiacastaños16@gmail.com 0917-9665695 Yenney17@yahoo.com	Guia V. Castaños Irene Nievares
PENRO Batangas	4915 RT Solomon Rd., Sitio Hospital	(043) 723-6956/ 0916-5665567 penrobatangas@yahoo.com	Roccilyn-Vi M. Halili

CENRO Lipa City	Brgy. Kumintang, Ibaba, Lipa City, Batangas	(043) 722-0883/ 0906-4786553 cenrobatangas@yahoo.com	Reymunda A. Andal
CENRO Calaca	Vizconde St., Poblacion, Calaca, Batangas	(043) 424-0162/ 0917-6939788 cenro_calaca@yahoo.com	Dexter Arvin D. Manalo
PENRO Cavite	Brgy. Gregorio, Trece Martirez City, Cavite	0918-5869223 penrocavite@yahoo.com/ penrocavite@gmail.com 0946-2206383	Queenleth Peñalba Lea Marie Telmo
PENRO Laguna	Brgy. Lalakay, Los Baños, Laguna	(049) 536-3854/ 0916-7712396 penrolaguna@yahoo.com	Abigail Ongkiatao
CENRO Sta. Cruz	So. Maunawain, Brgy. Duhat, Sta. Cruz, Laguna	(049) 536-8903/ 557-3231/ 0906-7418536 penro_losbanos@yahoo.com	Ken G. Abadier
PENRO Quezon	Brgy. Iyam, Lucena City, Quezon	(042) 373-5524 penroquezon@yahoo.com	Isabel Firme
CENRO Calauag	Brgy. Sabang dos, Calauag, Quezon	(042) 301-7084 cenro_calauag@yahoo.com	Edward R. Acuña
CENRO Catanauan	Brgy. 9, Catanauan, Quezon	(042) 315-8236/ 0949-6689844 cenro_catanauan@yahoo.com	Lottie Peñarada
CENRO Pagbilao	Brgy. Talipan, Pagbilao, Quezon	(042) 784-2841 denrpagbilaoquezon@yahoo.com	Cresencia S. Meneses
CENRO Real	Penamente St., Poblacion 1, Real, Quezon	(042) 536-6095/ 0928-1566958 cenro_real@yahoo.com	Ann Margaret Prohibido
PENRO Rizal	Don Hilario Cruz Ave., Brgy. San Juan, Taytay, Rizal	(02) 286-6170/ 286-6173 penrorizal@yahoo.com	Eleonor D. Pintucan
DENR Region IV-B (MIMAROPA)	3/F 1515 L&S Bldg., Roxas Blvd., Ermita, Manila 1000	(02) 8405-0046/ 988-3367 loc. 2707/ 0917-6720084/ 0920-3738852 recordsectionmimaroparegion@gmail.com	Michelle B. Tuyan/ Raphael A. De Guzman
PENRO Marinduque	Capitol Compound, Brgy. Bangbangalon, Boac, Marinduque 4900	(042) 332-1490/ 0906-9759815 denr_marinduque@yahoo.com.ph	Manoel Christian S. Munar
PENRO Mindoro Occidental	DENR Compound, Brgy. Payompon, Mamburao, Occidental Mindoro 5106	(043) 711-0140/ 0915-5633980 msd_occmdo@yahoo.com	Ann Cheryl V. Hernandez
CENRO Sablayan	CENRO Compound, Brgy. Sto. Niño, Sablayan, Occidental Mindoro 5104	0997-1524587 denrcsby02@gmail.com	John Senry B. Fulgar
CENRO Sablayan Station	CENRO Compound Sablayan, Occidental Mindoro	0908-5462720 denrcsby02@gmail.com	Dan Jasper O. Verdera

CENRO San Jose	CENRO Compound, Brgy. Labangan, San Jose, Occidental Mindoro 5100	(043) 437-0236/ 0999-5942030 denrcenro_sanjose@yahoo.com	Maria Paz C. Capitan
PENRO Mindoro Oriental	2/F PENR Office, Ilang-Ilang St., Brgy. Suqui, Calapan City, Oriental Mindoro 5200	(043) 288-3017/ 0977-7026009 penro_orientalmin@yahoo.com	Josephine V. Gueco
CENRO Roxas	CENR Office, Brgy. San Mariano, Roxas, Oriental Mindoro 5212	0917-8679985 cenroroxas_orientalmin@yahoo.com	Venice Angela D. Viros
CENRO Socorro	CENR Office, Brgy. Pasi II, Socorro, Oriental Mindoro 5207	cenrosocorro@gmail.com	Marjorie Joyce S. Acuzar
PENRO Palawan	DENR-PENRO Palawan, Brgy. Sta. Monica, Puerto Princesa City, Palawan 5300	(048) 434-8791/433-5638/ 0905-3540078 denrpenropalawan@gmail.com	Bella S. Ardales
CENRO Brooke's Point	DENR-CENRO Brooke's Point, M. Rodriguez St., Brgy. Poblacion District I, Brooke's Point, Palawan 5305	0945-2571402/ 0926-6686582 cenro_brkspt@yahoo.com	Jinky D. Sarong
CENRO Coron	DENR-CENRO Coron, Brgy. 5, Coron, Palawan 5316	0917-5045456/ 0920-8704673 - cenro_coron@yahoo.com	Marina A. Abe
CENRO Puerto Princesa City	DENR-CENRO Puerto Princesa, National Highway, Brgy. Sta. Monica, Puerto Princesa City, Palawan 5300	(048) 433-0660/ 0907-1861115 cenroppchuc@yahoo.com	Nova Bille B. Garcellano-Viterbo
CENRO Quezon	DENR-CENRO Quezon, Brgy. Poblacion, Quezon, Palawan 5304	0917-5003520/ 0930-9721647 cenroquezonpal@gmail.com	Mercy T. Mate
CENRO Roxas	DENR-CENRO Roxas, Palawan, Brgy. 3, Poblacion, Roxas, Palawan	0917-1606578/ 0916-6456172 denrroxaspal@gmail.com	Ma. Christine G. Sindayen
CENRO Taytay	DENR-CENRO Taytay, Palawan, National Highway, Poblacion, Taytay, Palawan 5312	0917-5066106/ 0910-7006630/ 0965-3555950 cenrotaytaypal@yahoo.com.ph	Elvie G. Base
PENRO Romblon	PENR Office, Brgy. Tabing-Dagat, Odiongan, Romblon 5505	(042) 567-5030/ 0950-4651879 penrorom_r4b@yahoo.com.ph	Joevir J. Cabaron
DENR Region V	Regional Center Site, Rawis, Legazpi City DENR V, Sagpon, Daraga, Albay	(052) 482-0689; 0929-8467156 recordsdenr5@gmail.com (052) 481-5558/ 0917-4102763 chiefmiles17@gmail.com	Francia N. Bacea Ma. Mila B. Arias
PENRO Albay	Lapu-Lapu St., Legazpi City, Albay	(052) 480-7295/ 0997-5839560 foilaimiraflor.penroalbay@gmail.com	Laila M. Miraflor
CENRO Guinobatan	BUCAF Compound, Morera, Guinobatan, Albay	(053) 484-6252/ 0917-7589161/ 0966-9864191 cenroguinobatan@yahoo.com.ph	Dolores Princesa

PENRO Camarines Norte	Brgy. Pamorangon, Daet, Camarines Norte	(054) 440-0727/ 440-0737/ 0918-7017266 penro.camnorte.recordsunit@gmail.com	Ramely C. Urbano
PENRO Camarines Sur	Panganiban Drive, Naga City, Camarines Sur	(054) 472-8252/ 0918-207657 penrocamsur@yahoo.com.ph	Fe Consolacion DJ. Rivera
CENRO Iriga City	Sta. Cruz, Iriga City, Camarines Sur	(054) 871-5685/ 0939-9083755 denr5cenroiriga@yahoo.com; zettesura@yahoo.com	Suzette R. Evangelista
CENRO Sipocot	South Centro, Sipocot, Camarines Sur	(054) 881-3652/ 0938-7895947 cenrosipocot@yahoo.com.ph; venzbuag@yahoo.com	Benjie B. Buag
CENRO Goa	Catagbacan, Goa, Camarines Sur	(056) 456-0901/ 0919-7797631/ 0948-4821071 cenrogoa@yahoo.com.ph; valleyforge@gmail.com	Peter Aurel J. Orata
PENRO Catanduanes	San Isidro Vill., Virac, Catanduanes	(056) 811-4044/ 0920-4677248 denrcatanduanescenro@yahoo.com.ph; lucypadayao@yahoo.com	Lucily B. Padayao
PENRO Masbate	Airport Road, Masbate City	(056) 333-3393/ 0948-1018493 denr_penrombt@yahoo.com; nzaragoza19842005@gmail.com	Noemi Zaragoza
CENRO Mobo	Pinamarbuhan, Masbate	(056) 578-0340/ 0949-6092891 denr_cenromobo@yahoo.com; geraldshiv@yahoo.com	Gerald Lupangco
CENRO San Jacinto	Brgy. Burgos, San Jacinto, Masbate City	(056) 333-6104/ 0939-8966376 denrcenrosj@gmail.com; denr_cenrosj@yahoo.com.ph; ningalmodiel@yahoo.com	Imelda V. Almodiel
PENRO Sorsogon	B. Flores St., Burabod, Sorsogon City, Sorsogon	(056) 421-5545 denr_sorcity@yahoo.com.ph	Marilou A. Bongon
DENR Region VI	G/F Building II, DENR, Region VI, Pepita Aquino St., Iloilo City	(033) 503-3563/ (02) 988-3367 loc. 2905; (033) 337-2274/ 0921-4644289 recordsunit.denr.r6@gmail.com; mikepink_18@yahoo.com	Rhoda April Rosalind G. Enicola/ Pinky C. Peñafiel
PENRO Aklan	DENR PENRO Kalibo, Aklan, Bliss Site, Kalibo, Aklan	(036) 268-4102/ 268-3397 denrpenroaklan@gmail.com	Niña Quely M. Navarra/ Mae Ann V. Inawasan
PENRO Antique	Binirayan Hills, San Jose, Antique	(036) 540-7292/ 540-8498 denr_ant@yahoo.com	Selda J. Laspiñas
CENRO Culasi	CENRO Culasi, Lumogdang St., Poblacion, Culasi, Antique	(036) 277-8125 cenro_culasi@yahoo.com	Ariel D. Fernando

CENRO Belison	CENRO Belison, Poblacion, Belison, Antique	0977-8269144 cenrobelison@yahoo.com	Mary Grace B. Lavilla
PENRO Capiz	DENR-PENRO Capiz Compound, Brgy. Lanot, Roxas City	(036) 621-0015/ 621-5240/ 621-6069 penrocapiz@gmail.com; penrocapiz@yahoo.com	Rubi Ann B. Repil
PENRO Guimaras	Technical Services Building, DENR PENRO Guimaras, San Miguel, Jordan, Guimaras	0918-5939680 marygrace36_macayan@yahoo.com	Mary Grace M. Macayan
PENRO Iloilo City	Old Rotary Park, Brgy. Concepcion, Iloilo City	(033) 509-9543 denr6_iloilo@yahoo.com; foiro.penroiloilo@gmail.com	Rolly B. Surmion
CENRO Barotac Nuevo	Brgy. Tabucan, Barotac Nuevo, Iloilo	(033) 361-2422 mafelgtianga@gmail.com	Mafel G. Tianga
CENRO Guimbal	Brgy. Guibongan, Miag-ao, Iloilo	(033) 315-2340 foirocenroguimbal@gmail.com	Francisco T. Gallego III
CENRO Sara	Brgy. San Nicolas, San Dionision, Iloilo	(033) 517-2174/ 0927-2925472 foi_records_cenrosara@yahoo.com	Ma. Elisa F. Villar
PENRO Negros Occidental	Cor. Porras-Abad Santos Sts., Brgy. 39, Bacolod City	(034) 435-7411/ 441-3329 penrneg@yahoo.com	Dolores F. Hinoso
CENRO Bago	Bantayan Park, Poblacion, Bago City	(034) 707-0425 cenrobago@gmail.com	Lalaine S. Pabuaya
CENRO Cadiz City	Sitio Narra, Brgy. Tinampan, Cadiz City	(034) 476-4036 denrcenrocadizcity@gmail.com	Angela T. Tabiolo
CENRO Kabankalan	Zayco Subd., Kabankalan City, Negros Occidental	(034) 746-7722 cenrokabankalan@yahoo.com	Mary Glenn Z. Santocildes
DENR Region VII	G/F Admin. Bldg., DENR VII, Sudlon, Lahug, Cebu City	(032) 414-4115/ (02) 988-3367 loc. 3007; (032) 714-7669 materesitabrava@gmail.com; mariafebaquirquir@yahoo.com	Maria Teresita B. Brava/ Maria Fe Baquirquir
PENRO Bohol	G/F Old PENRO Bldg., New Capitol Site, Tagbilaran City, Bohol	(038) 411-0228 penro_bohol@yahoo.com; rma.mildred@yahoo.com	Mildred T. Relampagos
CENRO Tagbilaran City	Basement CENRO Bldg., New Capitol Site, Tagbilaran City, Bohol	(038) 412-1026 denrtagb7@yahoo.com.ph	Danilo E. Floresca
CENRO Talibon	CENRO Talibon Bldg., Brgy. San Jose, Talibon, Bohol	(038) 4160156/ 416-0157 penro_talibon@yahoo.com.ph	Lucio C. Maligmat
PENRO Cebu	G/F PENRO Bldg., DENR VII, Banilad, Mandaue City	(032) 2365732/ 3430316 penrocebu@yahoo.com; eaviles1955@yahoo.com	Evangeline P. Aviles
CENRO Argao	G/F CENRO Bldg., DENR VII, Lamacan, Argao, Cebu	(032) 367-7193 cenroargao_cebu@yahoo.com	Salome Mamac

CENRO Cebu City	G/F CENRO Bldg., DENR VII, V. Sotto cor. Arellano Blvd., Pier 3, Cebu City	(032) 254-2559 cenro_cebucity@yahoo.com	Inocencia M. Casia
PENRO Negros Oriental	Larena Drive, Dumaguete City, Negros Oriental	(035) 522-0219/ 0915-4130424 penronegros@yahoo.com; penrorecorsnegor@yahoo.com	Reuben M. Sungco
CENRO Ayungon	Brgy. Tiguib, Ayungon, Negros Oriental	0905-6348016 cenroayungon.ngp@gmail.com; aaronabueva@yahoo.com	Aaron Deguit Abueva
CENRO Dumaguete City	Larena Drive, Dumaguete City, Negros Oriental	(035) 225-0660/ 0922-9912179 cenro2dumaguete@gmail.com; debbierequilino@yahoo.com	Debbie C. Requillino
PENRO Siquijor	G/F PENRO Bldg., Larena, Siquijor	(035) 377-2081/ 0942-2987457 penrosiquijor@gmail.com; neriamarylin@gmail.com	Neria Marylin T. Tolentin
DENR Region VIII	2/F Administrative Bldg., Management Records DENR Regional Office 8, Sto. Niño, Tacloban City G/F and 2/F Technical Bldg., Land Records Section DENR Regional Office 8, Sto. Niño Extension, Tacloban City	(053) 832-0832; 0916-4552744 denr_recordsunit2016@yahoo.com; recordsunitdenr@gmail.com (053) 326-1668/ 832-2952 landrecords8@yahoo.com	Ma. Shiela P. Cuizon-Sumpo Nila G. Castañares
PENRO Biliran	Brgy. Larrazabal, Naval, Biliran	(053) 500-4115/ 0915-6519789 penrobiliran@yahoo.com0	Randy P. Cempron
PENRO Eastern Samar	1/F DENR-PENRO Borongan City, Capitol Site, Brgy. Alang-alang, Borongan City	(055) 560-9374/ 0995-6096873 penroborongan@yahoo.com.ph	Corazon A. Flores
CENRO Borongan City	1/F DENR-PENRO Borongan City, Capitol Site, Brgy. Alang-alang, Borongan City	(055) 560-0339/ 0915-3825359 denr_cenroborongan@yahoo.com	Annaviv O. Zacate
PENRO Leyte	Records Bldg., DENR PENRO Leyte, Candahug, Palo, Leyte	(053) 832-4283/ 0917-6610678 penroleyte@yahoo.com	Patrick A. Katada
CENRO Baybay	2/F DENR CENRO Baybay City, Zone 23, Magsaysay St., Baybay City, Leyte	(053) 563-7732/ 335-3644/ 09654277958 cenrobaybaycity@gmail.com	Bernardo P. Gajes, Jr.
CENRO Ormoc	CENRO Ormoc, Brgy. Bantigue, Ormoc City	(053) 561-8074/ 0910-0154046 cenroormoc17 @yahoo.com	Mila L. Flores
CENRO Palo	G/F DENRO CENRO Candahug, Palo, Leyte	(053) 888-1291/ 0926-9594109 cenropalo@gmail.com	Evelyn J. Caca
PENRO Northern Samar	1/F Sitio Balud, Brgy. Macagtas, Catarman, Northern Samar	(055) 251-7117 penro.nsamar@gmail.com	Ma. Soledad D. Uy
CENRO Catarman	1/F DENR-CENRO Catarman, UEP Zone III, Catarman, Northern Samar	0939-1504853/ 0946-0948094 cenro.catarman@yahoo.com	Gerardo T. Peru

CENRO Pambujan	1/F DENR-CENRO Pambujan, Brgy. 8, Pambujan, Northern Samar	0917-3045366 cenro.pambujan@gmail.com	Ma. Danica G. Morado
PENRO Southern Leyte	Capitol Site, Brgy. Asuncion, Maasin City, Southern Leyte	(052) 571-0899/ 0926-6502460 denrpenrosouthernleyte@ymail.com	Aniceta Z. Acosta
CENRO Maasin City	G/F DENR CENRO Maasin City, Capitol Site, Asuncion, Maasin City	(053) 321-2125/ 0915-7745320 denr msn@yahoo.com	Lloyd Z. Bantug
CENRO San Juan	2/F DENRO CENRO San Juan, Brgy. Sto. Niño, San Juan, Southern Leyte	0917-6316473/ 0917-1459746 cenro_san_juan@yahoo.com	Cheryl M. Adal
PENRO Samar	G/F DENR-PENRO Samar, Brgy. Guinapunan, Catbalogan City, Samar	(055) 543-8122/ 0995-0137708 catbpenro@yahoo.com	Andrea Charlotte B. Macabare
CENRO Catbalogan	Records Bldg., DENR-CENRO Catbalogan, Brgy. Poblacion, Catbalogan City	(055) 543-8857/ 0939-7325998 cenrocatbalogan@yahoo.com	Christina A. Udquin
CENRO Sta. Rita	Brgy. San Juan, Sta. Rita, Samar	0917-3059806/ 0917-3065645 cenrostarita@gmail.com	Venus C. Palacio
DENR Region IX	DENR IX Regional Office Bldg., Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City	denr9recordsunit@yahoo.com; neonimayo@gmail.com	Teodora C. Britanico/ Neonita Delas Penas
PENRO Zamboanga Del Norte	Sta. Isabel, Dipolog City, Zamboanga del Norte	(065) 212-3200 nnecosia_@yahoo.com	Noemi Necosia
CENRO Dapitan City	Rizal Park, Talisay, Dapitan City, Zamboanga Del Norte	0977-8321097 cenro_dapitan7@yahoo.com	Roda Delos Reyes
CENRO Liloy	Brgy. Fatima, Liloy, Zamboanga Del Norte	0909-9199045 cenro-liloy@yahoo.com	Merlyn Gahud Holoyohoy
CENRO Dipolog City	Sta. Isabel, Dipolog City, Zamboanga Del Norte	(065) 212-2767/ F (065) 212-5505 denrcenro_dipolog@yahoo.com	Arturo Robles
CENRO Siocon	Brgy. Poblacion, Siocon, Zamboanga Del Norte	0977-8303635 cenrosiocon@gmail.com	Ruby Ann Cancaner
PENRO Zamboanga Del Sur	Sagun St., Pagadian City, Zamboanga del Sur	(062) 214-1455 penro9b_zds@yahoo.com	Candelaria N. Araojo
CENRO Guipos	Brgy. Katipunan, Guipos, Zamboanga Del Sur	0935-3063280/ 0946-1637749 cenroguipos@yahoo.com	Victorio Castillo
CENRO Pagadian City	V. Sagun St., Gatas District, Pagadian City	(062) 214-2483/ F (062) 214-1453 cenro_pag@yahoo.com	Trinidad T. Cabanlit
PENRO Zamboanga Sibugay	DENR PENRO Office, Ipil, Zamboanga Sibugay	(062) 333-5479 denrpenro@yahoo.com	Dionaldo Gonzaga

CENRO Buug	Poblacion, Buug, Zamboanga Sibugay	(062) 344-8125 cenro_buugzs@yahoo.com	Roldan Alajas
CENRO Cabasalan	Cabasalan, Zamboanga Sibugay	0977-8272936	Evangeline Mangubat
CENRO Zamboanga	Gov. Alvarez St., Zamboanga City	0917-7101584 cenrowestzc@yahoo.com	Ben Acana
DENR Region X	Puntod, Cagayan de Oro City	(088) 856-9050; 0965-2607881 smd@r10.denr.gov.ph	Agnes T. Gonzales
PENRO Bukidnon	Brgy. 9, Capitol Drive, Malaybalay City, Bukidnon	(088) 221-2806/ 221-3101 penrobukidnon@r10.denr.gov.ph	Lilia R. Adonis
CENRO Don Carlos	Don Carlos Sur, Don Carlos, Bukidnon	(088) 226-2632/ 0917-3235716 cenrodoncarlos@r10.denr.gov.ph	Mary Ann C. Paggao
CENRO Valencia	Brgy. 9, Capitol Drive, Malaybalay City, Bukidnon	(088) 813-3306 cenro.valencia@r10.denr.gov.ph	Mark Lester T. Timoteo
CENRO Manolo Fortich	Brgy. Tankulan, Manolo Fortich, Bukidnon	(088) 228-2495/ 0926-6900056 r10cenro.manolofortich@gmail.com	Marites C. Salo
CENRO Talakag	Landing, San Isidro, Talakag, Bukidnon	0906-5537505 cenrotalakag@r10.denr.gov.ph	Gilda S. Adecer
PENRO Camiguin	Government Center, Lakas, Poblacion, Mambajao, Camiguin	(088) 387-0040 penrocamiguin@r10.denr.gov.ph	Liezel R. Castino
PENRO Lanao Del Norte	G/F Annex Bldg., PENR Office, Tubod, Lanao Del Norte	(063) 341-5611 penrolanaodelnorte@r10.denr.gov.ph	Shaina Myr B. Ambola
CENRO Iligan City	G/F Administrative Bldg., CENR Office, Iligan City	(063) 221-2823 cenroiligancity@r10.denr.gov.ph	Aslimah B. Muti
CENRO Kolambugan	2/F Administrative Bldg., CENR Office, Kolambugan, Lanao Del Norte	(063) 335-4431 cenrokolambugan@r10.denr.gov.ph	Hidaya T. Macaombao
PENRO Misamis Occidental	Capitol Complex, Oroquieta City, Misamis Occidental	(088) 531-1186 penromisocc@r10.denr.gov.ph	Elsie C. Lleguna
CENRO Oroquieta	Capitol Complex, Oroquieta City, Misamis Occidental	(088) 531-2003 cenrooroquieta@r10.denr.gov.ph	Nanette Silva Violon
CENRO Ozamis City	G/F CENRO Building, Purok-7, Gango, Ozamiz City	(088) 521-1252 cenroozamiz@r10.denr.gov.ph	Roxan B. Gomez
PENRO Misamis Oriental	Malasag Heights, Cugman, Cagayan de Oro City	(088) 855-2318/ 0906-5320121 penromisor@r10.denr.gov.ph	Armi Muriel C. Lloren
CENRO Initao	Jampason, Initao, Misamis Oriental	(088) 855-2347/ 0905-9792814; cenroiritao@r10.denr.gov.ph	Monaliza V. Uy

CENRO Gingoog	Dugenio St., Brgy. 26, Gingoog City	(088) 427421/ 0905-1577996 cenrogingoog@r10.denr.gov.ph	Donald A. Calingin
DENR Region XI	G/F Km. 7, Lanang, Davao City, Davao Del Sur 8000 Km. 7, SPED Road, Bangkal, Davao City	(082) 234-6752 denrecordsxi@gmail.com (082) 296-2509 smd.region11@yahoo.com	Edmundo C. Baba Efrena M. Bual
PENRO Tagum City	Km. 55, National Highway, Tagum City	(084) 216-6302/ 216-4858 denrpenro_ddn@yahoo.com	Darlyn M. Acosta
CENRO Panabo City	Panabo, Davao Del Norte	(084) 216-6302/ 216-4858 denrpenro_ddn@yahoo.com	Gilda V. Reyes
CENRO New Corella	Magdum, Tagum City	(084) 216-6302/ 216-4858 denrpenro_ddn@yahoo.com	Welfreda E. Deadio
PENRO Davao Del Sur	DENR-PENRO RXI-4, Superhighway, Digos City, Davao del Sur	(082) 272-1894/ 287-3164 denrpenro_delsur@yahoo.com	Aline P. Raymundo
CENRO Davao City	DENR-CENRO RXI-4C, Km 7, SPED Road, Bangkal, Davao City	(082) 228-2557 cenroeast@yahoo.com; cenrodavao@gmai.com	Nelly D. Yee
CENRO Digos	DENR-CENRO RXI-4A, Capitol Compound, Digos, Davao Del Sur	(082) 553-8756 denr.digos@gmail.com	Rosario C. Abejaron
CENRO Malalag	DENR-CENRO RXI-4B, Poblacion Malalag, Davao Del Sur	(082) 272-0244/ 272-0339 cenro_malalag@yahoo.com	Ramelyn M. Villarmia
PENRO Davao Occidental	Poblacion Malita, Davao Occidental	0977-8268900 denrpenrodavaooccidental@gmail.com	Constantine B. Sanchez
PENRO Davao Oriental	DENR PENRO, Government Center, Dahican, Mati City, Davao Oriental	(087) 388-3275 penro.davaooriental@gmail.com	Peter Vincent O. Hingpit
CENRO Baganga	Lambajon, Baganga, Davao Oriental	0917-1004092 denr2bbaganga@gmail.com	Roy A. Diaz
CENRO Lupon	Poblacion, Lupon, Davao Oriental	(087) 808-0132 cenrodenrlupon@gmail.com	Edwin D. Udtohan
CENRO Mati City	Brgy. Matiao, Mati City, Davao Oriental	(087) 388-3569 cenromaticity@gmail.com	Nelba O. Hingpit
CENRO Manay	San Ignacio, Manay, Davao Oriental	0910-8856079 cenroxi2c.manay@gmail.com	Diana Rose G. Masanguid
CENRO Panabo City	Brgy. Salvacion, Panabo City, Davao Del Norte	(084) 823-0111 rxicenro_panabo@yahoo.com.ph	Welfreda E. Deadio
PENRO Compostela Valley	P-2, Poblacion, Nabunturan, Compostela Valley	0938-8534918 penro.comval@gmail.com	Jessielyn D. Espinosa
CENRO Maco	CENR-Office, Brgy. Anislagan, Maco, Compostela Valley	0925-8263203 adie_puti2008@yahoo.com	Adeline M. Bueno

CENRO Monkayo	Santan St., Monkayo, Compostela Valley	0977-8268193 cenromonkayo@yahoo.com; cenromonkayorxi2k16@gmail.com	Juneetee L. Dela Cruz
DENR Region XII	2/F Aurora Quezon St., Koronadal City, South Cotabato 9506	(083) 228-6223/6228; (083) 228-1404 benjepalmares@gmail.com	Benje P. Legayada
PENRO Kidapawan	DENR Compound, Quirino Drive, Kidapawan City, North Cotabato	(064) 577-1412 recordspenroxii@gmail.com	Susan H. Bongaitan
CENRO Matalam	National Highway, Matalam, North Cotabato	(064) 521-1326 cenromatalam@gmail.com	Grace S. Nacion
CENRO Midsayap	Poblacion 5, Midsayap, North Cotabato	(064) 229-8658 cenromidsayap@yahoo.com	Lorena D. Cawasatig
PENRO Saranggani	Poblacion, Alabel, Saranggani Province	(083) 508-2008/2009 denrpenro-alabel@yahoo.com	Irish Amor B. Reyes
CENRO Glan	Poblacion, Glan, Saranggani Province	(083) 262-1014 cenro_glan@yahoo.com	Maria Teresita Q. Galapon
CENRO Kiamba	Poblacion, Kiamba, Saranggani Province	(083) 286-0281 denr12_cenrokaimba@yahoo.com	Esperanza C. Santillana
PENRO South Cotabato	G/F PENRO South Cotabato, Blk., Martinez, Subd., Brgy. Zone IV, Koronadal City	(083) 0228-3502 lovelynmama@rocketmail.com	Lovelyn G. Mama
CENRO General Santos City	Buayan, General Santos City	(083) 304-0735 cenrogsc@yahoo.com	Jocelyn P. Cadungog
CENRO Surallah (Banga)	San Vicente, Banga, Surallah, South Cotabato	(083) 239-1203 cenrobanga_surallah@yahoo.com	Mary Joy J. Manalao
PENRO Sultan Kudarat	Old Capitol Compound, Kalawag II, Isulan, Sultan Kudarat	(064) 471-0321/ 0936-9743465 jazzmine_j509@yahoo.com	Jasmine A. Antonio
CENRO Kalamansig	Poblacion, Kalamansig, Sultan Kudarat	(064) 204-6051/ 0909-4283447 byoungque@gmail.com	Benjie M. Youngque
CENRO Tacurong	EJC Montilla, Tacurong City, Sultan Kudarat	0977-6878265 hurtbylies@gmail.com	Marrygine A. Eliarda
DENR Region XIII (CARAGA Region)	G/F Administrative Division Bldg., DENR CARAGA Office, Ambago, Butuan City	(085) 817-3511/ 0907-1686638 denrcaragarecords@gmail.com; ordts@gmail.com	Maria Lorenda B. Go/ Lolito R. Makinano
PENRO Agusan Del Norte	DENR PENRO Agusan Del Norte, Tiniwisan, Butuan City	0919-3486817 penro_agnor@yahoo.com	Josephine A. Dagcuta
CENRO Nasipit	DENR CENRO Nasipit Talisay, Nasipit, Agusan Del Norte	0920-6566163 cenronasipit@yahoo.com	Marilou B. Gayona

CENRO Tubay	DENR CENRO Tubay, National Highway, Doña Rosario, Tubay, Agusan Del Norte	cenrotubay@yahoo.com.ph	Grace Monteclaro
PENRO Agusan Del Sur	DENR PENRO Agusan Del Sur, Government Center, Patin-ay, Prosperidad, Agusan Del Sur	(085) 343-7250/ 0950-5288112	Annie Grace B. Babia
CENRO Bayugan City	DENR CENRO Bayugan City, Agusan Del Sur	(085) 343-6191/ 0910-8784670 totzmors@gmail.com	Vicente D. Moran
CENRO Bunawan	DENR CENRO Bunawan Agusan Del Sur	0907-9698075 Cenro_bunawan@yahoo.com	Ellah C. Sequina
CENRO Loreto	DENR CENRO Loreto Agusan Del Sur	0948-1274276	Crista Jane N. Baltazar
CENRO Talacogon	DENR CENRO Talacogon, Agusan Del Sur	0948-8669930 cenro_tads@yahoo.com; estenzogene@gmail.com	Genevieve Estenzo
PENRO Dinagat Island	DENR-PENRO Dinagat, Sta. Cruz, San Jose, Dinagat Islands	0910-7075438 denrdinagat@yahoo.com.ph	Ruel E. Betinol
PENRO Surigao Del Norte	DENR PENRO Surigao Del Norte, Brgy. San Juan, Surigao City	(086) 826-3576/ 0908-1176534 penro_sdn@ymail.com	Deity Y. Beril
CENRO Tubod	DENR CENRO Tubod, Upper Libas, Taganaan, Surigao City	(086) 826-8160/ 0910-0919474 cenrosurigao@yahoo.com	Charlie B. Teñoso
PENRO Surigao Del Sur	DENR PENRO Surigao del Sur, Telaje, Tandag, Surigao Del Sur	(086) 211-3474/ 0999-8476701 penrosds_r13@yahoo.com	Harlita Diaz
CENRO Cantilan	DENR CENRO Cantilan, Poblacion Cantilan, Surigao del Sur	denr_cenro13_d2@yahoo.com; cenrocantilanhotline@gmail.com	Lina Arjona Urbiztondo
CENRO Bislig	DENR CENRO Bislig Bldg., Maharlika, Bislig, Surigao Del Sur	denr_bisligcity@yahoo.com	Jessa Riel J. Dingding
CENRO Lianga	DENR CENRO Lianga Poblacion Lianga Surigao del Sur	0918-6127757 cenro_lianga@yahoo.com	Thenine D. Pelos

ANNEX "C"

LIST OF EXCEPTIONS
(NON-DISCLOSURE OF INFORMATION)

1. Any information that directly relates to national security or defense and its revelation may cause grave damage to national security or internal or external defense of the state.

   At the very least, this jurisdiction recognizes the common law holding that there is a governmental privilege against public disclosure with respect to state secrets regarding military, diplomatic and other national security matters.

2. Executive privilege involving information relating to the President as Commander-in-Chief, appointing, pardoning authority and diplomatic powers.

3. Any information pertaining to the foreign affairs of the Republic of the Philippines, when its revelation or disclosure, shall unduly weaken the negotiating position of the government in an ongoing bilateral or multilateral negotiation or seriously jeopardize the diplomatic relations of the Philippines with one or more states.

4. Any information or inter-government exchanges prior to the conclusion of treaties and executive agreements may be subject to reasonable safeguards for the sake of national interest.

5. Disclosure of information on the Presidential communication's privilege.

6. Any information requested which pertains to internal or external defense, law enforcement and border control, when the disclosure thereof may:

   6.1 Lead to the disclosure of the identity of a confidential source, including a government, or foreign agency or authority or any private institution which furnished information on a confidential basis and, in the case of a record or information compiled by a law enforcement authority or agency, in the course of an intelligence investigation involving national security.

   6.2 Disclosure of legitimate techniques, procedures and guidelines for law enforcement investigations or prosecutions if such disclosure could reasonable result to circumvention of the law.

      6.2.1 Endanger the life, safety and security of any individual.

      6.2.2 Deprive a person of the right to a fair trial and impartial adjudication.

7. On criminal matters such as classified law enforcement information relating to the apprehension, prosecution and detention of criminals, which the courts may not inquire into prior to such arrest, prosecution and detention.

8. Disclosure of confidential source, investigation proceedings, and records of assigned hearing officers, investigators, and deputized inspectors, when the premature disclosure thereof may result to the endangering the life, safety and security of any individual, and pre-empt the resolution of a case.

9. Disclosure of proceedings before the Committee on Decorum and Investigation (CODI) during preliminary investigation.

10. Personal and sensitive information concerning natural persons resulting in invasion of privacy unless waived in writing by the person concerned pursuant to Republic Act No. 10173 (Data Privacy Act of 2012).

11. Prohibition of disclosure of the identity of persons who furnish information on any violation of the law to public officers.

12. Disclosure of information such as drafts of proceedings, orders, resolutions, decisions, memoranda or audit reports by any administrative or quasi-judicial body in the exercise of its regulatory and adjudicatory functions.

13. Information pertaining to trade secrets and commercial or financial information submitted by a natural or juridical person obtained in confidence or covered by privileged communication, and /or filed in connection with an application in a government agency, the revelation of which would prejudice the interests of such natural or juridical person in trade, industrial, financial or commercial competition.

14. Any information related to the Republic Act 9160 (Anti-Money Laundering Act of 2001 as amended).

15. Disclosure of confidential information under the National Internal Revenue Code.

16. Disclosure of information related to the Republic Act No. 8293 (Intellectual Property Rights Act).

17. Disclosure of information related to the Republic Act No. 10055 (Philippine Technology Transfer Act of 2009).

18. Disclosure of information related to the Republic Act 9285 (Alternative Dispute Resolution Act of 2004).

19. Disclosure of information on an on-going evaluation, review of bids or proposals being undertaken by the Bids and Awards Committee (BAC) or its technical working group (TWG) which are not yet considered as official acts, transactions, or decisions.

20. Disclosure of information related to identity of news informants or sources under Republic Act No. 1477 (The Shield Law).

21. Disclosure of information in violation of Republic Act No. 4200 (The Anti-Wiretapping Law).

22. Disclosure of Statement of Assets, Liabilities and Net Worth shall be subject to approval of the Office of the Ombudsman and/or the Civil Service Commission (CSC).

23. Disclosure of information concerning the nature and specific location of a potentially significant cave pursuant to Republic Act No. 9072 (National Caves and Cave Resources Management and Protection Act of 2001).

24. Any information which may put business operations at risk, and other application data in connection with application for various pollution permits pursuant to Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990).

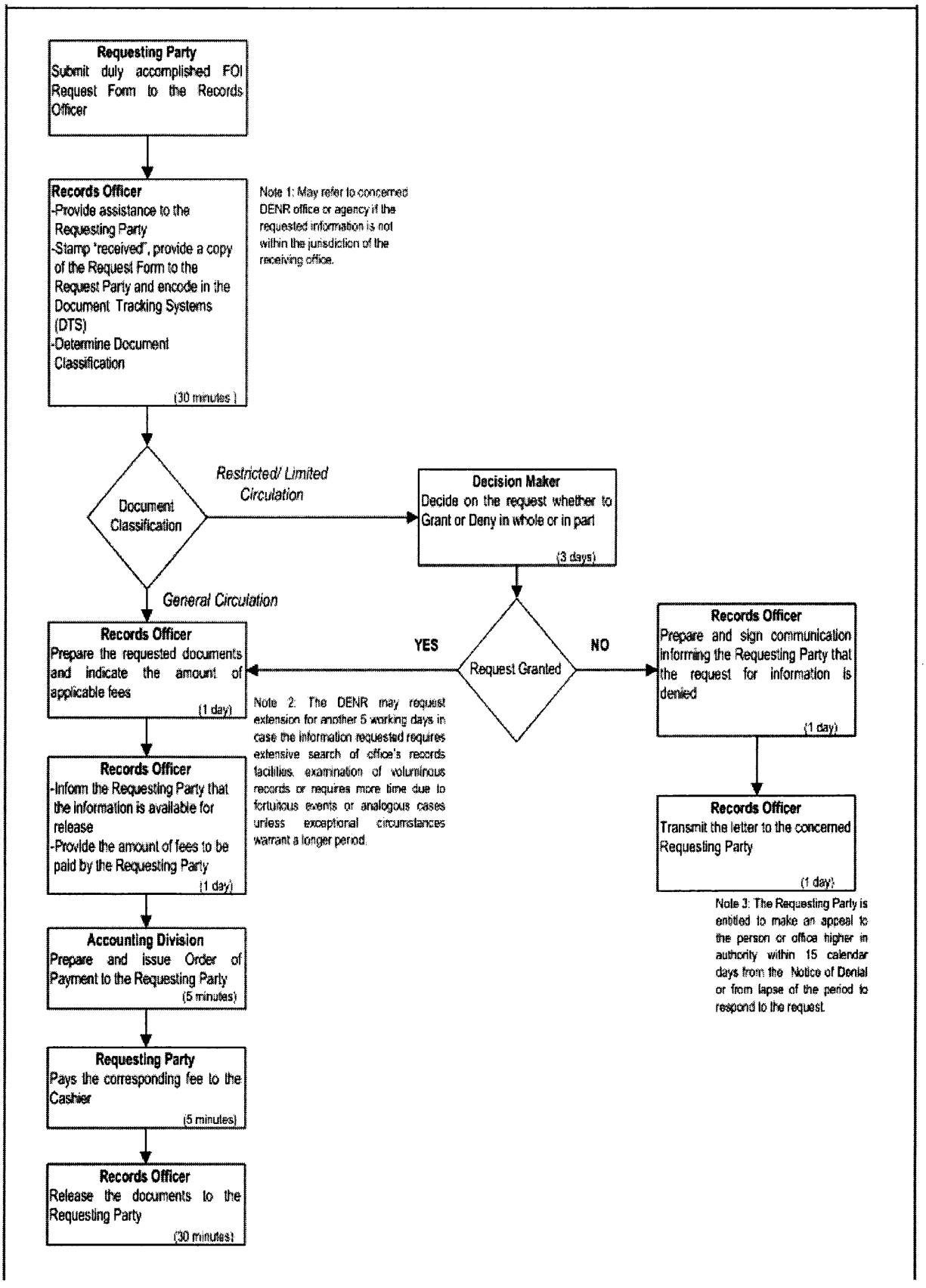
25. Any data in the course of applying for an Environmental Compliance Certificate (ECC) pursuant to Presidential Decree No. 1586 (Philippine Environmental Impact Statement System).

26. During the lifetime or existence of a mining permit, results of metallurgical analysis- (Fire Assay/ Chemical Analysis), results of test, documents submitted by the mining clients in support of their mining applications, feasibility study of mining companies, company's drilling report, mineral resource report, final exploration report declaring a mineral resources inventory, and geologic reports.

27. Philippine Geo-portal Data from Philippine Institute of Volcanology and Seismology (ground rapture, active fault) and Lands Management Bureau (parcel data, municipal boundary data); location of mirror server; raw and processed hydrographic surveys singlebeam and multibeam data; and confidential documents and information such as charts/maps related to territorial and other claims.

ANNEX "D"

FOI REQUEST FLOW CHART



ANNEX "E"

FOI REQUEST FORM

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 •929-4028 • 929-3618
426-0465 • 426-0001 •426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367
Website: http://www.denr.gov.ph/E-mail:Web@denrgov.ph

FOI Request Form

EDATS NUMBER:
RELEASING TIME/DATE:
ACTION OFFICER:

TITLE OF DOCUMENT: _____

DATE(mm/dd/yyyy): _____

PURPOSE: _____

REQUESTING PARTY:

☐ **a DENR Official/Employee, assigned at** _____

☐ **not a DENR Official/Employee with permanent postal address at** _____

REQUEST FOR:

☐ **a certification of** *(pls. check appropriate box/es)*

- ☐ **APPEAL/MOTION FOR RECONSIDERATION FILED**
- ☐ **APPEAL MEMORANDUM FILED**
- ☐ **AVAILABILITY OF DOCUMENTS**
- ☐ **OTHERS** *(pls. specify)* _____

☐ **Authenticated copies of documents**

☐ **Photocopy/ies**

Requirements :

____This request
____SPA for Representative
____Valid ID (any of the following)

a. DENR ID
b. Any Government ID
c. Company ID
d. GSIS E-card
e. SSS ID
f. IBP ID
g. PRC ID
h. Passport
i. Driver's License
j. Voter's ID
k. Postal ID
l. Schoo ID
m. Brgy. Captain Certificate
n. Senior Citizen's ID

_____ _____
Signature over printed name **Date**

_____ _____
Contact No/s. **Email address**

DECISION MAKER	Reason/s for disapproval:
◯ APPROVED	
◯ DISAPPROVED	
SIGNATURE/DATE	

PAYMENT
Php _____
OR# _____
Date _____

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 •929-4028 • 929-3618
426-0465 • 426-0001 •426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367
Website: http://www.denr.gov.ph/E-mail:Web@denrgov.ph

EDATS NUMBER:

RELEASING DATE _____ **ACTION OFFICER** _____

ANNEX "F"

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 * (632) 929-62-52
929-66-20 * 929-66-33 to 35
929-7041 to 43

FEB 11 2000

ADMINISTRATIVE ORDER
No. 2000 - 16

SUBJECT: **RATES OF FEES FOR CERTAIN ADMINISTRATIVE SERVICES RENDERED**

Pursuant to Section 54, Chapter 12, Book IV of Executive Order No. 292 (Administrative Code), Executive Order No. 159 dated February 23, 1994 and Memorandum Order No. 199 dated April 01, 1994, Malacañang, and in order to ensure proper, uniform of fees, the following rates of fees for certain administrative services rendered by Legal Service, Records Management and Documents Division and other offices of the Department of Environment and Natural Resources are hereby prescribed:

Nature of Service/s	Amount of Fees
1. Appeal or petitions filed against decisions or order	₱ 500.00
2. Authentication of any official records or documents	50.00
3. Certification of any document or information based on records	25.00
4. Copy fee for every page/sheet of official records or documents	5.00

This order shall take effect immediately.

ANTONIO H. CERILLES
Secretary

Grow a Tree for Legacy

ANNEX "G-1"

DOCUMENT AVAILABLE ON FILE

DATE

Dear _____,

Makakalikasang araw po sa inyo!

This is to acknowledge receipt of your letter-request dated _____ for photocopy/authentication <insert data>.

Your request

Your request for <quote request exactly, unless it is too long/complicated>.

Response to your request

Please be informed that your FOI request is hereby granted. You are requested to visit this office and settle the prescribed fees in the amount of P _____.

Thank you and we are happy to serve you.

Respectfully,

_____

FOI Records Officer

ANNEX "G-2"

DOCUMENT AVAILABLE ONLINE

DATE

Dear _____,

Makakalikasang araw po sa inyo!

This is to acknowledge the receipt of your letter-request dated _____ for photocopy/authentication <insert data>.

Your request

Your request for <quote request exactly, unless it is too long/complicated>.

Response to your request

Please be informed that the information you have requested is already available online from our website, www.denr.gov.ph or from <add details of where that specific information can be obtained e.g. data.gov.ph, foi.gov.ph or other government websites>.

Thank you and we are happy to serve you.

Respectfully,

_____

FOI Records Officer

ANNEX "G-3"

DOCUMENT NOT AVAILABLE

DATE

Dear _____,

Makakalikasang araw po sa inyo!

This is to acknowledge the receipt of your letter-request dated _____ for photocopy/authentication <insert data>.

Your request

Your request for <quote request exactly, unless it is too long/complicated>.

Response to your request

As much as we want to provide you the requested information, we regret to inform you that we do not have this on file. However, we have referred your request to the Office of <insert name of other authority/ organization> at <contact details> for they may possibly address your concern.

Thank you and we are happy to serve you.

Respectfully,

_____

FOI Records Officer

ANNEX "G-4"

DOCUMENT UNDER EXCEPTIONS

DATE

Dear _____,

Makakalikasang araw po sa inyo!

This is to acknowledge the receipt of your letter-request dated _____ for photocopy/authentication <insert data>.

Your request

Your request for <quote request exactly, unless it is too long/complicated>.

Response to your request

Please be informed that as much as we want to serve you, the information/record you have requested falls on the List of Exceptions under Annex "C" <insert specific section/number of the List of Exceptions that applies to that information>. The reasons why that exemption(s) applies are explained in the attached document. (Attach supporting documents, if necessary).

Thank you and we are happy to serve you.

Respectfully,

_____

FOI Records Officer

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN

BAGONG PILIPINAS

JUL 12 2024

DENR Administrative Order
No. 2024 - 07

SUBJECT : AMENDMENTS TO DENR ADMINISTRATIVE ORDER (DAO) NO. 2016-29 DATED 25 NOVEMBER 2016 ENTITLED "DENR FREEDOM OF INFORMATION (FOI) MANUAL"

In line with the Freedom of Information-Memorandum Circular (FOI-MC) No. 21-05 issued by the Presidential Communication Operations Office (PCOO), and in order to further rationalize the implementation of the DENR Administrative Order (DAO) No. 2016–29 entitled *DENR Freedom of Information Manual*, the following provisions shall form part as amendments to the said manual:

1. Item IX of DAO No. 2016-29 on *Annexes* should now refer to *No Wrong Door Policy*. The policy is that the Department shall not deny or refuse acceptance of any request for information or record not under its possession or custody, and shall refer such request to the appropriate government agency which is the proper repository of the requested information or record. The flow chart is herein marked as *Annex H*.

2. Item IX of DAO No. 2016-29 on *Annexes* is renumbered to *Item X*.

3. The *updated List of Records Officers* of Various Offices of the DENR is herein marked as *Annex B*.

This Order shall take effect fifteen (15) days from its publication in a newspaper of general circulation and upon acknowledgement of receipt of a copy thereof by the Office of the National Administrative Register (ONAR).

MARIA ANTONIA YULO LOYZAGA
Secretary

Publication: Manila Bulletin
October 10, 2024

Acknowledgement: ONAR, U.P. Law Center
October 11, 2024

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
SENR067141

ANNEX "B"

RECORDS OFFICERS OF THE VARIOUS OFFICES OF THE DENR

Office	Location of Records Office	Contact Details	Assigned Records Officer
DENR Central Office	Basement, DENR Central Office, Visayas Avenue, Diliman, Quezon City	(02) 8926-8079 rmdd@denr.gov.ph	Jocelyn B. De Layola (OIC-Chief/FOI Chief) Maribel D. Garcia (FOI Receiving Officer)
STAFF BUREAUS			
Forest Management Bureau (FMB)	G/F FMB Bldg., Visayas Avenue, Diliman, Quezon City 2/F FMB Bldg., Visayas Avenue, Diliman, Quezon City	(02) 8925-2141 records@fmb.denr.gov.ph (02) 8297-6217 fppkmd.fpss@fmb.denr.gov.ph; mehenson@fmb.gov.ph	Dencio R. Dadis Mary Edestin G. Henson
Biodiversity Management Bureau (BMB)	Ninoy Aquino Parks and Wildlife Center, Quezon Ave., Diliman, Quezon City	(02) 8924-6031 to 35 records@bmb.gov.ph	Randy C. Mabana
Ecosystems Research and Development Bureau (ERDB)	G/F ERDB Bldg., Forestry Campus, College, Laguna 4031	(049) 536-2229/ 536-2269 loc. 236 erdbrecords@gmail.com	Benjamin E. Beltran
Land Management Bureau (LMB)	G/F 880 Estuar Building, Quezon Avenue, Brgy. Paligsahan, Quezon City	(02) 8255-7072/ 0927-3225474 lmb_rkmd@yahoo.com; lmb@denr.gov.ph	Victor B. Balde
LINE BUREAUS and REGIONAL OFFICES			
Environmental Management Bureau (EMB)-Central Office	AQMTC Bldg., EMB Central Office, DENR Compound, Visayas Avenue, Diliman, Quezon City	(02) 8539-4378 loc. 113 recordsco@emb.gov.ph; nelly_barizo@emb.gov.ph	Nelly P. Barizo
EMB RI	G/F EMB Bldg., Government Center, Sevilla, City of San Fernando, La Union	(072) 687-8370 loc. 113/ 700-2449 recordsr1@emb.gov.ph	Nerissa D. Ortiz
EMB RII	G/F No. 20 Pagayaya Road, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	(078) 396-0724 recordsr2@emb.gov.ph	Melanie M. De La Cruz
EMB RIII	Masinop cor. Matalino Sts., Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando, Pampanga	(045) 963-3623 loc. 109 recordsr3@emb.gov.ph	Ma. Theresa S. Pangilinan

EMB RIV-A	6/F DENR by the Bay Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 8536-3095 recordscalabarzon@emb.gov.ph;	Marife G. Peñano
EMB RIV-B	6/F DENR by the Bay Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 8536-9786 r4brecords@emb.gov.ph	Linda M. Paladio
EMB RV	EMB Region V, Regional Central Site, Rawis, Legazpi City	(052) 742-2824/742-2797/ 0929-1393369 (ORD) embr5@emb.gov.ph; mis_emb_r5@yahoo.com; irarocellebenedito@yahoo.com	I-Ra Rocelle M. Benedito
EMB RVI	EMB Bldg., DENR Compound, Parola, Iloilo City	(033) 336-6989 embr6@emb.gov.ph	Phoebe Jones S. Portillo
EMB RVII	DENR EMB-7 Greenplains Subd. Banilad, Mandaue City	(032) 260-9777 local 110 r7records@emb.gov.ph	Anna Lei G. Lucmayon
EMB RVIII	DEN-EMB 8 DENR Compound, Jones St., Brgy. 2, Tacloban City	(053) 832-2319 embr8_records@emb.gov.ph	Ladylle B. Oledan
EMB RIX	EMB IX Purok Tugas, Balangasan District, Pagadian City, Zamboanga del Sur	(062) 985-0428 to 29/ 945-3228 r9records@emb.gov.ph	Angelica Joy C. Pinagal
EMB RX	DENR-EMB-X Compound, Puntod, Cagayan de Oro City	(088) 856-9362 embregion10@emb.gov.ph	Nashibah Metmo D. Lucman
EMB RXI	DENR-EMB XI EMB-MGB Office 3rd Avenue cor. V. Guzman St., Brgy. 17-C, Sta. Ana, Davao City 8000	(082) 234-0061 loc. 106 embxirecords@emb.gov.ph	Genevieve V. Vidanes
EMB RXII	Regional Government Center 12, Brgy. Carpenter Hill, City of Koronadal, South Cotabato	0962-3958909 recordsr12@emb.gov.ph	Febe T. Arana
EMB RXIII	Environmental Management Bureau-Caraga Purok 5, Brgy. Ambago, Butuan City	(085) 817-1841 recordsr13@emb.gov.ph; caraga@emb.gov.ph; rosejane_ladaran@emb.gov.ph	Rose Jane L. Masarigan
EMB CAR	G/F EMB-CAR Bldg., DENR Compound, Gibraltar, Baguio City	(074) 665-2904 loc. 161/ 665-2905 records@car.emb.gov.ph; recordscar@emb.gov.ph	Virginia T. Basinga
EMB NCR	G/F EMB-NCR Bldg., National Ecology Center Compound, East Ave., Brgy. Central, Quezon City	(02) 8931-1331 loc. 113 recordsncr@emb.gov.ph;	Anieflor S. Ullero
Mines and Geosciences Bureau	G/F, J.C. Fernandez Bldg., North Avenue, Diliman, Quezon City	(02) 8667-6700 loc. 155 central@mgb.gov.ph; records@mgb.gov.ph	Fe Jocelyn D. Francisco

(MGB) – Central Office			
MGB RI	3/F, New DENR Bldg., Government Center, Sevilla, San Fernando City, La Union	(072) 607-2686/ 0977-2701514 region1@mgb.gov.ph	Margarette S. Mangaoang
MGB RII	2/F, MGB RO-2, Bldg. No. 18 Dalan na Pagayaya cor. Matunug, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Valley	(078) 304-5561 mgb_2@yahoo.com.ph; region2@mgb.gov.ph	Marie Rose R. Tangan
MGB RIII	G/F MGB R-III, Matalino St., Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando, Pampanga	(045) 404-1963 loc. 107/ 0906-1708024 region3@mgb.gov.ph; mgbr3@yahoo.com	Lyn C. Sibug
MGB RIV-A	8/F DENR by the Bay Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 5310-8897/ 5310-8735 region4a@mgb.gov.ph; adrec.mgb4a@gmail.com	Bernadette B. Fernandez
MGB RIV-B	7/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 8536-0215/ 8310-1369 mines_4b@yahoo.com; region4b@mgb.gov.ph	Elenita D. Cabueños
MGB RV	DENR Annex Bldg., Regional Center Site, Rawis, Legazpi City	(052) 482-1056 mgbr5records@gmail.com; region5@mgb.gov.ph	Donna N. Macinas
MGB RVI	Room A8, MGB R-VI Queen City Garden Mall, J. de Leon St. Iloilo City	(033) 500-5097 mgb6iloilo.records@gmail.com; mgbro6iloilo@gmail.com	Rosalyn M. Bugna
MGB RVII	G/F MGB-7 Bldg., Greenplains Subd., Banilad, Mandaue City, Cebu	(032) 3443047/ 353-8557 region7@mgb.gov.ph	Judelyn C. Tañiza
MGB RVIII	G/F, DENR-MGB Regional Office No. 8, Mac Arthur Park, Candahug, Palo, Leyte	(053) 832-4214 region8@mgb.gov.ph	Gloria A. Dumas
MGB RIX	4/F, Maghinay Bldg., Purok Golden Shower, Roxas City, Sta. Maria District Pagadian City	(062) 947-4146 region9@mgb.gov.ph; mgb_ro9@yahoo.com	Evangelina N. Pueblos
MGB RX	3/F MGB-X Bldg., DENR 10 Compound, Puntod, Cagayan de Oro City	(088) 856-2110/ 856-1331 region10@mgb.gov.ph	Cyril B. Bichara
MGB RXI	2/F EMB-MGB XI Bldg., 3rd Ave. cor. V. Guzman St., Brgy. 27-C, Davao City	(082) 221-6535 region11@mgb.gov.ph; mgbfoi.xi@gmail.com	Estrella C. Casanaan
MGB RXII	G/F MGB-12 Bldg. Prime Regional Center, Brgy. Carpenter Hills, Koronadal City, South Cotabato	(083) 228-6130/ 6131 mgbxii@gmail.com; region12@mgb.gov.ph	Dimple R. Tenorio
MGB RXIII	G/F MGB-13 Bldg. Km. 2 National Highway, Surigao City	(086) 826-5256 region13@mgb.gov.ph	Jessiebeth L. Real

MGB CAR	80 Diego Silang St., Baguio City	(074) 442-6392 car@mgb.gov.ph; mgb.cordillera@gmail.com	Karen Q. Nietes (FRO)
ATTACHED AGENCIES			
Laguna Lake Development Authority (LLDA)	3/F LLDA Green Bldg., National Ecology Center, East Avenue, Diliman, Quezon City	(02) 8376-4061 loc. 126 records@llda.gov.ph	Peter Jedel F. Mariano
National Mapping and Resource Information Authority (NAMRIA)	2/F NAMRIA Main Bldg., Lawton Avenue, Fort Bonifacio, 1634 Taguig City	(02) 8810-4831 loc. 212/ 8889-9955 records@namria.gov.ph;	Zenaida A. Leaño Manuel G. Talamayan Hana Therese F. Morales
Natural Resources Development Corporation (NRDC)	PEMSEA Bldg., DENR, Visayas Aveunue, Diliman, Quezon City	0926-0791815/ 0909-1086064 amlinde_24@yahoo.com	Alexander M. Linde
National Water Resources Board (NWRB)	8/F NIA Bldg., EDSA, Diliman, Quezon City	(02) 8920-2793 loc. 1111 caesar.soliven@nwrb.gov.ph; rowell.inzon@nwrb.gov.ph	Ceasar L. Soliven Rowell Inzon
Palawan Council for Sustainable Development Staff (PCSDS)	3/F, PCSD Bldg., Brgy. Sta. Monica, Puerto Princesa City, Palawan	(048) 434-4235 oed@pcsd.gov.ph	Marilou C. Kuddana
Philippine Reclamation Authority (PRA)	8/F Legaspi Tower 200 Building, 107 Paseo de Roxas, Makati City	(02) 8815-2662 info@pea.gov.ph	Luciana Samarro May Cecilia Malicdem
Philippine Mining Development Corporation (PMDC)	Unit 3001B West Tower, Tektite Towers, Exchange Road, Ortigas Center, Pasig City 1605	(02) 8706-1631 info@pmdc.com.ph	Cyrille G. Blanco
DENR REGIONAL AND FIELD OFFICES			
DENR-National Capital Region (NCR)	G/F DENR-NCR Bldg. 2, National Ecology Center, East Ave., Quezon City	(02) 8374-0091/ 0920-9594559 denrncr_recordsunit@yahoo.com	Myra M. Elot
	Surveys and Mapping Division	(02) 8926-0589/ 0919-0745236 denrncrlrs@gmail.com	Caronia L. Murcia Perla Muñoz

	G/F DENR-NCR Bldg. 1, National Ecology Center, East Ave., Quezon City		
	Licenses, Patents and Deeds Division 3/F DENR-NCR Bldg. 1, National Ecology Center, East Ave., Quezon City	(02) 8876-1484 loc. 1201/ 0920-9823057 denrncrigasalugao@gmail.com	Imee Grace A. Salugao
DENR-Cordillera Administrative Region (CAR)	DENR Compound, Gibraltar, Baguio City	(074) 424-8509/ 0998-8637521 denr.recordscar@gmail.com	Jonathan G. Pacheco
PENRO Abra	Casamata Hill, Bangued, Abra	(074) 752-8252/ 0956-5439399 penroabra@denr.gov.ph	Gfrances Burney L. Torreliza
CENRO Bangued	Casamata Hill, Bangued, Abra	0917-1045686 cenrobangued@denr.gov.ph	Ronalyn T. Balla
CENRO Lagangilang	Sitio Bantogo, Brgy. Laang, Lagangilang, Abra	(075) 280-8016/ 0926-4523047 cenrolagangilang@denr.gov.ph	Mayola T. Pabuayon
PENRO Apayao	2/F LAMS Bldg., PENRO Apayao Compound, San Isidro, Luna, Apayao	0948-7898713 penroapayao@denr.gov.ph	Eurah June A. Cawalo
CENRO Calanasan	2/F CENRO Sub-Office, Payanan, San Gregorio, Luna, Apayao	0955-4909993 cenrocalanasan@denr.gov.ph	Ginalyn G. Viernes
CENRO Conner	2/F CENRO Conner Bldg., Buluan, Conner, Apayao	0912-5290160 cenroconner@denr.gov.ph	Romelyn D. Kengay
PENRO Benguet	Wangal, La Trinidad, Benguet	(074) 422-7445/ 0910-1120203 penrobenguet@denr.gov.ph	Myrna A. Garcia
CENRO Baguio	DENR Compound, Gibraltar, Baguio City	(074) 442-7316/ 0908-2914998 cenrobaguio@denr.gov.ph	Rholland Mar P. Tomilas
CENRO Buguias	Km. 21, Atok, Benguet	0949-4931702 cenrobuguias@denr.gov.ph	June Ray Cayabas
PENRO Ifugao	Bannit, Payawan, Lamut, Ifugao	0953-1453870 penroifugao@denr.gov.ph	Britch Mae S. Aguilar
CENRO Alfonso Lista	Namillangan, Alfonso Lista, Ifugao	0906-5421014 cenroalfonsolista@denr.gov.ph	Julita Soy-afon

CENRO Lamut	Bannit, Payawan, Lamut, Ifugao	0977-6622193 cenrolamut@denr.gov.ph	Annie Joy T. Maeng
PENRO Kalinga	Purok 6, Hilltop, Bulanao, Tabuk City, Kalinga	0919-3582899 penro_kal_car@yahoo.com; penrokalinga@denr.gov.ph	Rhodora B. Boclongan
CENRO Pinukpuk	Pinukpuk Junction, Pinukpuk, Kalinga	0908-8629032 cenropinukpuk@denr.gov.ph	Michelle J. Bergonia
CENRO Tabuk	Dagupan Centro, Tabuk City, Kalinga	0995-8097690 cenrotabuk@denr.gov.ph	Krishna Deanne B. Tallog
PENRO Mt. Province	Upper Caluttit, Bontoc, Mt. Province	0998-3930744 penromountainprovince@denr.gov.ph	Jenalyn G. Calawen
CENRO Paracelis	Poblacion, Paracelis, Mt. Province	0908-8771267 cenroparacelis@denr.gov.ph	Charlene B. Amayna
CENRO Sabangan	Sabangan, Mt. Province	0910-2564457 cenrosabangan@denr.gov.ph	Ella Eren B. Galap
DENR Region I	G/F, DENR RO 1 Bldg., Government Center, Sevilla, San Fernando City, La Union	(072) 700-0407/700-0010 adrecordsdenro1@gmail.com	Imelda F. Galvez
	Land Records Bldg., DENR RO 1 Government Center, Sevilla, San Fernando City, La Union	(072) 700-0116/ 607-8343 denrsurveys_region1@yahoo.com	Cresencio L. Florendo
PENRO Ilocos Norte	DENR PENRO Bldg., Giron St., cor. Castro Avenue, Laoag City, Ilocos Norte	(077) 772-0254 penro_norte@yahoo.com	Josielyn F. Ufano
CENRO Bangui	Old Bldg., CENRO Northern Ilocos Norte, Manayon, Bangui, Ilocos Norte	0916-3765002 denr_bangui@yahoo.com	Mary Rose F. Acido
CENRO Laoag	Brgy. Barit, Laoag City, Ilocos Norte	(077) 774-4315 cenrolaoag@yahoo.com; laoaggcenro@gmail.com	Roem C. Tunac
PENRO Ilocos Sur	2/F DENR PENR Office Bldg., Quirino Blvd., Zone V, Bantay, Ilocos Sur	(077) 632-8910/604-5334 penrois@yahoo.com	Richmond John D. Rionguigui
CENRO Tagudin	CENRO Southern Ilocos Sur Office, Bitalag, Tagudin, Ilocos Sur	0905-6535579 cenro_tagudin@yahoo.com.ph; cenro_tagudin@gmail.com	Jyan A. Beligan
CENRO Bantay	G/F DENR Bldg., Quirino Blvd., Zone 5, Bantay, Ilocos Sur	(077) 632-6317 cenrobantay@yahoo.com	Julius Jacinto P. Lagasca

PENRO La Union	PENRO La Union Bldg., Government Center; Sevilla, San Fernando City, La Union	(072) 242-3780/ 888-7567 penrolaunionsfc@yahoo.com.ph	Ronaldo G. Lipadan
PENRO Pangasinan	PENRO Pangasinan Bldg., A.B. Fernandez West, Dagupan City, Pangasinan	(075) 516-2162 denrpenropang@yahoo.com; penropangasinan@denr.gov.ph	Gemma B. Siapno
CENRO Alaminos	DENR CENRO Building 2/F, San Jose Drive, Poblacion, Alaminos, Pangasinan	(075) 632-3174/ 0910-3622930 cenroalaminos@denr.gov.ph; milareynaldo1964@gmail.com	Milagros D. Reynaldo
CENRO Dagupan	DENR CENRO Building, 1/F Tondaligan, Bonuan, Dagupan City, Pangasinan	(075) 529-2823/ 0916-3053848 cenrodagupan@yahoo.com ; melanieblaire13@gmail.com	Melanie O. Dela Cruz
CENRO Urdaneta	DENR CENR Office Building, Brgy. Anonas, Urdaneta City, Pangasinan	(075) 649-3709/ 0906-5141170 denrcenro_urd@yahoo.com ; denrcenrourd@gmail.com; michellebambilla22@gmail.com	Michelle R. Bambilla
DENR Region II	DENR Regional Office No. 02, G/F General Services Section #14 Dalan na Pagayaya cor. Angicacua, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	(078) 304-0768/ 0997-1939058 adm.generalrecords@gmail.com 0956-9241959 denr02_landrecords2015@yahoo.com	Magdalena Priscela C. Pamittan (General Records) Emalinda A. Andal (Land Records)
PENRO Batanes	Barsana St., Brgy. San Antonio, Basco, Batanes	0917-8226183/ 0909-8100314 penrobatanes@gmail.com; shanaidenz2@gmail.com	Shanli C. Abad
PENRO Cagayan	Nursery Compound, San Gabriel, Tuguegarao City, Cagayan	(078) 844-0422/ 0975-3281421 penrocagayan@denr.gov.ph; mariejeanpayba1030@gmail.com	Marie Jean G. Payba
PENRO Cagayan Sub-Office	Carig Sur, Tuguegarao City, Cagayan	0916-8669003 cenro_tug@yahoo.com	Ma. Arlene C. Aggabao
CENRO Alcala	Maharlika Highway, Baybayog, Alcala, Cagayan	0955-7437429 cenroalcala@denr.gov.ph	Charissa C. Peña

CENRO Aparri	Punta, Aparri, Cagayan	(078) 888-0024 cenroaparri@denr.gov.ph	Karla Mei C. Taguba
CENRO Sanchez Mira	Centro 2, Sanchez Mira, Cagayan	(078) 396-0542 cenrosmira@yahoo.com; cenrosanchezmira@denr.gov.ph	Noemi Z. Domingo
CENRO Solana	Lannig, Solana, Cagayan	0993-8322850 cenrosolana@denr.gov.ph; denr.cenrosolana@gmail.com	Virginia D. Arao
PENRO Isabela	Osmeña, Ilagan City, Isabela	(078) 325-5701 penroilagan@denr.gov.ph	Verene M. Callueng
PENRO Isabela Sub-Office	Roxas, Isabela	0917-6919941 penrosubofficeroxas@denr.gov.ph	Mercedita B. Dizon
CENRO Cabagan	Cansan, Cabagan, Isabela 3328	0935-2892821 cenrocabagan@denr.gov.ph	Vicenta T. Saquing
CENRO Cauayan	Silawit, Cauayan City, Isabela	0965-8637819 cenrocauayan@denr.gov.ph; adoreenartia@gmail.com	Adoree Ann B. Nartia
CENRO Naguilian	San Manuel, Naguilian, Isabela 3302	0956-0962965 cenronaguilian@denr.gov.ph	Aida A. Valdez
CENRO Palanan	CENRO West, Palanan, Isabela	0965-4815248 cenropalanan@denr.gov.ph	Fe T. Ibarra
CENRO San Isidro	Records Bldg., DENR-CENRO Ramos East, San Isidro, Isabela	0906-4478374 cenrosanisidro@denr.gov.ph	Susan S. Calangian
PENRO Nueva Vizcaya	DENR-PENRO Nueva Vizcaya, Capitol Compound, Bayombong, Nueva Vizcaya 3700	(078) 321-2084/ 0917-3016196 penrovizcaya@denr.gov.ph	Evelyn E. Gelacio
PENRO Nueva Vizcaya Sub-Office	Magsaysay, Bayombong, Nueva Vizyaca 3700	0917-1271521 cenrobaynv@yahoo.com	Maria Theresa G. Seraspi
CENRO Aritao	Purok Linglingay, Darapidap, Aritao, Nueva Vizcaya 3704	(078) 321-2084/ 0917-5602605 cenroaritao@denr.gov.ph	Marilou K. Malano
CENRO Dupax	Brgy. Malasin, Dupax Del Norte, Nueva Vizcaya 3706	(078) 362-1989/ 0917-6728455/ 09262773887 cenrodupax@denr.gov.ph	Carren Jae M. Bumidang
PENRO Quirino	DENR Compound, Andres Bonifacio, Diffun, Quirino	0977-2438492 penroquirino@denr.gov.ph	Abbygail Y. Oria

CENRO Diffun	DENR Compound, Andres Bonifacio, Diffun, Quirino 3401	0995-567167 cenrodiffun@denr.gov.ph	Jasmine Love N. De Vera
CENRO Nagtipunan	Dipantan, Nagtipunan, Quirino	0969-2954376 cenronagtipunan@denr.gov.ph	Marideth Joy P. Wangdale
DENR Region III	Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga	(045) 455-3448/ 0917-6563752/ 0929-6077735 denrr3gss@yahoo.com	Veronica D. Sese Catherine C. Dizon
	Regional Office III – Land Records, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga	0917-5106630/ 0932-7895356 lrsdenr3@gmail.com	Elsa M. Tongol Myrna G. Supan
PENRO Aurora	Brgy. Pingit, Baler, Aurora	0956-9300516	Liann B. Dilla
CENRO Casiguran	Brgy. Calangcuasan, Casiguran, Aurora	0956-9300690 cenrodingalan2016@gmail.com	Zylene Grace P. Amatorio
CENRO Dingalan	Brgy. Florida, Maria Aurora, Aurora	0938-0918771	Aida G. Bautista
PENRO Bataan	Alali, Pilar, Bataan	(047) 613-2176 penrobataan@denr.gov.ph	Paula Bianca M. Hilario
CENRO Bagac	Binukawan, Bagac, Bataan	0968-2251674 cenrobagac@denr.gov.ph	Vnaida S. Hapin
CENRO Dinalupihan	San Pablo, Dinalupihan, Bataan	(047) 633-1405 cenrodinalupihan@denr.gov.ph	Normie D. Acedera
PENRO Bulacan	G/F DENR Bldg. Provincial Office, Citta di Oro Subd., Brgy. Sta. Rita, Guiguinto, Bulacan	(044) 794-7090 penrobulacan@denr.gov.ph	Abelardo C. Manio, Jr.
CENRO Baliwag	DRT Highway, Brgy. Pagala, Baliwag, Bulacan	0995-7113738	Juanito A. Cuntapay
CENRO Guiguinto	CENRO Guiguinto Bldg, Brgy. Sta. Cruz, Guiguinto, Bulacan	(044) 795-0788/0935-5878019 cenro_tabang@yahoo.com; cenroguiguinto@denr.gov.ph; louienicasio28@gmail.com	Louie M. Nicasio

PENRO Nueva Ecija	DENR-PENR Office Brgy. Singalat, Palayan City, Nueva Ecija 3132	(044) 463-4739 penronueva@denr.gov.ph	Rufina T. Gutoc
CENRO Cabanatuan City	City Hall Compound, Kapitan Pepe Subd., Cabanatuan City, Nueva Ecija	(044) 456-2234 cenrocabanatuan@denr.gov.ph	Emmanuelyn K. Puno
CENRO Muñoz	Poblacion West, Science City of Muñoz, Nueva Ecija 3119	(044) 803-9014 cenromunoz@yahoo.com.ph cenromunoz@denr.gov.ph	Harlene M. Vililia
PENRO Pampanga	San Antonio, Guagua, Pampanga	(045) 436-6964/0916-9792199 salongaadrian1@gmail.com	Adrian G. Salonga II
PENRO Tarlac	Mac Arthur Highway, Brgy. Paraiso, Tarlac City	(045) 985-5928/ 0965-0356050	Liberty B. Jose
CENRO Camiling	Romulo Highway, Camiling, Tarlac	(045) 456-0160/ 0967-2376042	Shirley M. Nazarro
CENRO Capas	Death March Monument Cut-Cut II, Capas, Tarlac	(045) 324-0016/0907-6431464	Palma Day E. De Marucut
PENRO Zambales	Balili, Palanginan, Iba, Zambales	0946-9507145	Marizthel Nepomuceno
CENRO Masinloc	Sta. Rita, Masinloc, Zambales	0909-8257313	Christine Joy E. Ealdama
CENRO Olongapo City	F.L.D. Baduria St., Upper Kalaklan, Olongapo City	0918-5256338	Teresita G. Tagara
DENR Region IV-A (CALABARZON)	G/F DENR IV-A Regional Office, Mayapa Main Road (along SLEX), Brgy. Mayapa, Calamba City, Laguna Records Section, Survey and Mapping Division, DENR Brgy. Lalakay, Los Baños, Laguna	(049) 540-3667 r4a@denr.gov.ph 0917-9665695 smdr4records@gmail.com	Dick Jones G. Macusi (General Records) Irene D. Nievares (Land Records)
PENRO Batangas	G/F DENR-PENRO Batangas, Solomon Rd., Kumintang, Ibaba, Batangas City	(043) 723-4399 penrobatangas@denr.gov.ph	Roccilyn-Vi M. Halili
CENRO Lipa City	G/F DENR-CENRO Lipa, Brgy. Marawoy, Lipa City, Batangas	(043) 774-2976/ 404-9223 cenrolipa@denr.gov.ph	Ana Maria Coronel
CENRO Calaca	G/F DENR-CENRO Calaca City, Poblacion IV, Calaca City, Batangas	(043) 424-0162 cenrocalaca@denr.gov.ph	Dexter Arvin DL. Manalo

PENRO Cavite	DENR PENRO Cavite Bldg., Brgy. Gregorio, Trece Martirez City, Cavite	(046) 430-5201 penrocavite@denr.gov.ph	Queenleth E. Panalba
PENRO Laguna	Brgy. Lalakay, Los Baños, Laguna	(049) 536-5889/ 536-5889 penrolaguna@denr.gov.ph	Abigail C. Ongkiatco
CENRO Sta. Cruz	Sitio Maunawain, Brgy. Duhat, Sta. Cruz, Laguna	(049) 536-8903 cenrostacruzs@denr.gov.ph	Ken G. Abadier
PENRO Quezon	Along Maharlika Highway, Brgy. Ibabang Iyam, Lucena City, Quezon	(042) 373-5524 penroquezon@denr.gov.ph	Shiela Marie V. Danao
CENRO Calauag	NGP Operation Bldg., Brgy. Sabang Dos, Calauag, Quezon	(042) 717-4870 cenro_calauag@yahoo.com	Jonnalyn J. Viyar
CENRO Catanauan	G/F DENR-CENRO Catanauan Office Bldg., Catanauan, Quezon	(042) 315-8236 cenrocatanauan@denr.gov.ph;	Lottie DV. Peñaranda
CENRO Real	Penamante St., Real, Quezon	(042) 536-6093 cenroreal@denr.gov.ph;	Melissa E. Salvan
CENRO Tayabas	1/F Oval Bldg., Brgy. Potol, Tayabas City, Quezon	0917-1542303 cenrotayabas@denr.gov.ph	Marlene Q. Pornillosa
PENRO Rizal	Don Hilario Cruz Ave., Brgy. San Juan, Taytay, Rizal	(02) 8661-7073 penrorizal@denr.gov.ph	Ma. Lourdes D. Anastacio
DENR Region IV-B (MIMAROPA)	3/F DENR MIMAROPA Region, 1515 DENR by the Bay Bldg., Roxas Blvd., Brgy. 668, Ermita, Manila 1000	(02) 7002-3114/ 0953-3665110 mimaroparegion@denr.gov.ph; recordsectionmimaroparegion@gmail.com	Michelle B. Tuyan
	2/F DENR MIMAROPA Region, 1515 DENR by the Bay Bldg., Roxas Blvd., Brgy. 668, Ermita, Manila 1000	0928-1573172 surveys_mimaropa@yahoo.com; recordssmd@gmail.com	Brian D. Aguinaldo (Land Records)
PENRO Marinduque	Capitol Compound, Brgy. Bangbangalon, Boac, Marinduque 4900	(042) 332-1913/ 0956-1552771 penromarinduque@denr.gov.ph	Manoel Christian S. Munar
PENRO Mindoro Occidental	DENR Compound, Brgy. Payompon, Mamburao, Occidental Mindoro 5106	(043) 711-1694/ 0967-2875941 penroocc.mindoro@denr.gov.ph	Ann Cheryl Jane H. Vargas
CENRO Sablayan	National Road, Brgy. Sto. Niño, Sablayan, Occidental Mindoro	0977-2135563 cenrosablayan@denr.gov.ph;	Merry Ann C. Lacap

		merryanncastillo08@gmail.com	
CENRO Sablayan Coordinating Office	DENR Compound, Brgy.m Payompon, Mamburao, Occidental Mindoro 5106	0916-7467996 cenrosablayan@denr.gov.ph	Milagro s V. Tañedo
CENRO San Jose	G/F DENR-CENRO San Jose Compound, National Highway, Brgy. Labangan, San Jose, Occidental Mindoro 5100	(043) 742-6627 cenrosanjose@denr.gov.ph	Maria Paz C. Capitan
PENRO Mindoro Oriental	G/F PENR Office, Sitio II, Atty. Erlinda A. I Espiritu St., Brgy. Suqui, Calapan City, Oriental Mindoro 5200	0939-9231366 penroor.mindoro@denr.gov.ph	Josephine V. Gueco
CENRO Roxas	CENR Office, Purok Camia II, Brgy. San Mariano, Roxas, Oriental Mindoro 5212	0945-8505059 cenroroxasormindoro@denr.gov.ph	Francisco V. Fontanilla
CENRO Socorro	CENR Office, Brgy. Pasi II, Socorro, Oriental Mindoro 5207	(043) 288-5517/ 0995-3482668 cenrosocorro@denr.gov.ph	Marjorie Joyce S. Acuzar
PENRO Palawan	DENR-PENRO Palawan Compound, Brgy. Sta. Monica, Puerto Princesa City, Palawan 5300	(048) 434-8791/433-5638/ 0999-9350639 penropalawan@denr.gov.ph	Rhea D. Juab
CENRO Brooke's Point	DENR-CENRO Brooke's Point, M. Rodriguez St., Brgy. Poblacion District I, Brooke's Point, Palawan 5305	(048) 726-4101/ 0917-5028961/ 0917-5028773/ 0928-2932309 cenrobrookespoint@denr.gov.ph/	Jinky D. Sarong
CENRO Coron	DENR-CENRO Coron, Brgy. Poblacion 5, Coron, Palawan 5316	0917-5045456 cenrocoron@denr.gov.ph	Ruby Ann F. Echague
CENRO Puerto Princesa City	DENR-CENRO Puerto Princesa, South National Highway, Brgy. Sta. Monica, Puerto Princesa City, Palawan 5300	(048) 717-0702/ 0995-1746334/ 0907-1861115 cenropuertoprincesa@denr.gov.ph	Nova Bille B. Garcellano-Viterbo
CENRO Quezon	DENR-CENRO Quezon, National Highway, Alfonso XIII, Quezon, Palawan 5304	0930-7639761 cenroquezon@denr.gov.ph	Charlene F. Llorca
CENRO Roxas	DENR-CENRO Roxas, Brgy. III, Poblacion, Roxas, Palawan, 5308	(048) 717-0892/ 0916-6456172 cenroroxaspalawan@denr.gov.ph	Maria Christine G. Sindayen
CENRO Taytay	DENR-CENRO Taytay, National Highway, Brgy. Poblacion, Taytay, Palawan 5312	0907-1976829 cenrotaytay@denr.gov.ph	Aibie A. Barda
PENRO Romblon	PENR Office, Brgy. Tabing-Dagat, Odiongan, Romblon 5505	(042) 567-2199/ 0951-1351289 penroromblon@denr.gov.ph	Joevir J. Cabaron

DENR Region V	G/F, DENR Regional Office, Regional Center Site, Rawis, Legazpi City, Albay	0929-8467156 recordsdenr5@gmail.com; sarina_anjeli@yahoo.com	Francia N. Bacea
	G/F, DENR-TS, SMD Building, Sagpon, Daraga, Albay	0926-7953246/ 0917-1390360 lams.denr5@gmail.com; jayvee.ebio@gmail.com	Jayvee A. Ebio
PENRO Albay	1/F, DENR-PENRO Albay Office, Lapu-Lapu Street, Legazpi City, Albay	0947-4599417 penro_albay@yahoo.com; foilaimiraflor2.penroalbay@gmail.com	Laila M. Milaflor
CENRO Guinobatan	2/F DENR-CENRO Guinobatan Office, BUCAF Compound, Morera, Guinobatan, Albay	0966-9864191 cenroguinobatan@yahoo.com.ph	Dolores P. Princesa
PENRO Camarines Norte	1st DENR-PENR Office, Brgy. Pamorangon, Daet, Camarines Norte	(054) 440-0727/ 0966-9115043 penro.camnorte.recordsunit@gmail.com; for.danicaaloc@gmail.com	Danica Marie B. Aloc
PENRO Camarines Sur	2/F, COA Bldg., PENRO Camarines Norte Office, Panganiban Drive, Naga City, Camarines Sur	0912-3371074 penrocamsurrecords@gmail.com	Jocelyn C. Nale
CENRO Iriga City	Main Bldg., CENR Office, Sta. Cruz, Iriga City, Camarines Sur	0907-6803586 cenroiriga@denr.gov.ph	Razel P. Florida
CENRO Sipocot	Main Bldg., CENR Office, South Centro, Sipocot, Camarines Sur	0946-0250565 cenrosip.records.21@yahoo.com;	Marichris L. Monreal
CENRO Goa	Main Bldg., CENR Office, Catagbacan, Goa, Camarines Sur	0919-7797631 cenrogoa_records@yahoo.com	Peter Aurel J. Orata
PENRO Catanduanes	G/F PENRO Bldg., DENR-PENRO Catanduanes Office, San Isidro Vill., Virac, Catanduanes	0919-9726890 denrcatanduanescenro@yahoo.com.ph; joycambroner.59@gmail.com	Joy G. Cambronero
PENRO Masbate	Temporary Office at DENR PENRO Masbate, Pier Site, Brgy. Bapor, Masbate City	(056) 333-3393/ 0930-9392035 denr_penro_mbt@yahoo.com; recordspenromasbate@gmail.com	Relaine B. Peñales
CENRO Mobo	1/F DENR-CENRO Mobo Office, Brgy.	(056) 578-0340/ 0961-9989991	Gerald D. Lupangco

	Pinamarbuhan, Mobo, Masbate	denr_cenromobo@yahoo.com	
CENRO San Jacinto	Right Wing of CENRO Bldg., Brgy. Burgos, San Jacinto, Masbate City	(056) 582-4249/ 0977-7441979/ denrcenrosj@gmail.com; loidadelossantos1978@gmail.com	Loida B. De Los Santos
PENRO Sorsogon	DENR-PENRO Sorsogon Office, B. Flores St., Burabod, Sorsogon City	(056) 421-5545/ 0918-2100975 Penrosorsogon.records@g.mail.com; marilou.bongon1963@gmail.com	Marilou A. Bongon
DENR Region VI	Dona Pepita Aquino St., Brgy. Concepcion, Iloilo City	(033) 329-4724/ 0921-4644289 recordsunit.denr.r6@gmail.com; mikepink_18@yahoo.com	Pinky C. Peñafiel
PENRO Aklan	Bliss Site, Kalibo, Aklan	(036) 268-3397/ 0981-7636610 denrpenroaklan@denr.gov.ph	Niña Quely N. Nadua Mae Ann V. Inawasan
PENRO Antique	New Office Bldg., Brgy. Maybato Sur, San Jose, Antique	(036) 641-5429/540-7292/ 0976-1969635 denr_ant@yahoo.com;	Selda J. Las Piñas
CENRO Culasi	DENR CENRO, Records Culasi, Antique	(036) 540-7292/ 0930-8694488 cenro_culasi@yahoo.com; jmdimaclid@gmail.com	Jocelyn M. Dimaclid
CENRO Belison	Poblacion, Belison, Antique	0926-3015956 cenrobelison@yahoo.com; cenrosanjose@yahoo.com; mlavilla97@yahoo.com	Mary Grace B. Lavilla
PENRO Capiz	DENR PENRO Capiz Compound, Brgy. Lanot, Roxas City	(036) 621-0015/ 621-6069/ 621-5240/ 09914198892 penrocapizrecords@gmail.com; penrocapiz@gmail.com	Gina A. Lopez
CENRO Mambusao	Andaya St., Poblacion Proper, Mambusao, Capiz	(036) 651-9067/ 0946-0697972 cenromambusaobackup@gmail.com	Vicente I. Bolante
PENRO Guimaras	Technical Building, DENR PENRO Guimaras, San Miguel, Jordan, Guimaras	0930-3643075 denrguim@yahoo.com; marygrace36_macayan@yahoo.com	Mary Grace M. Macayan
PENRO Iloilo City	2/F, DENR PENRO Office, Old Rotary Park, Brgy. Concepcion, Iloilo City	(033) 336-9542/ 0909-2797195 records.denrilo@gmail.com	Rolly B. Surmion

CENRO Barotac Nuevo	G/F DENR CENRO Barotac Nuevo Office, Brgy. Tabucan, Barotac Nuevo, Iloilo	(033) 528-0018/ 0907-0456378 cenrobarotac@yahoo.com; gisonmanora@gmail.com	Ma. Nora M. Gison
CENRO Guimbal	Brgy. Guibongan, Miagao, Iloilo	(033) 315-2340/ 0995-4943866 denrcenroiloilo@yahoo.com ; foirocenroguimbal@gmail.com	Francisco T. Gallego III
CENRO Sara	DENR CENRO Sara, Brgy. San Nicolas, San Dionisio, Iloilo	(033) 517-2174/ 0977-8831200 denrcenrosara@yahoo.com	Sheimar Quin B. Bagaforo
PENRO Negros Occidental	Cor. Porras-Abad Santos St., Brgy. 39, Bacolod City, Negros Occidental 6100	(034) 435-7411/0999-5515996 records_penrneg@yahoo.com; penrneg@yahoo.com	Ma. Theresa A. Isiderio
CENRO Bago City	Bantayan Park, Brgy. Poblacion, Bago City, Negros Occidental	(034) 445-8433/0985-140303 cenrobago@denr.gov.ph	Lalaine S. Pabu-aya
CENRO Cadiz City	Sitio Narra, Brgy. Tinampaan, Cadiz City, Negros Occidental	(034) 476-4036/ denrcenrocadiz@gmail.com	Angela T. Tabiolo
CENRO Kabankalan City	Blk. 9, Brgy. 1, Kabankalan City, Negros Occidental	(034) 476-7722/ 0951-2261891 cenrokabankalancity@yahoo.com	Rheian G. Besmanos
DENR Region VII	G/F Records Unit, Administrative Division, DENR Region VII, National Government Center, Sudlon, Lahug, Cebu City G/F Records Section, Surveys and Mapping Division, DENR Region VII, National Government Center, Sudlon, Lahug, Cebu City	0917-8058814 r7.recordsunit3@gmail.com; zen.casia63@gmail.com 0917-5816363 smdlandrecords7@gmail.com	Inocencia M. Casia Engr. Jhucel T. Barol
PENRO Bohol	Upper De La Paz, Cortes, Bohol	(038) 416-0147/ 0930-1332495 penro_records@yahoo.com ; penrobohol@denr.gov.ph	Ma. Mildred T. Relampagos
CENRO Tagbilaran	Upper De La Paz, Cortes, Bohol	(038) 411-5681 cenrotagbilaran@denr.gov.ph;	Disi Jay P. Sarabia

		denr.cenrorecords2018@gmail.com	
CENRO Talibon	Brgy. San Jose, Talibon, Bohol	(038) 411-5681/ 0922-2246424 cenrotalibon@denr.gov.ph	John Romar P. Cajes
PENRO Cebu	Greenplains Subdivision, Banilad, Mandaue City, Cebu	(032) 236-5732 vesperaviles@gmail.com	Vesper C. Aviles
CENRO Argao	Lamacan, Argao, Cebu	(032) 367-7193/ 0928-9359950 cenroargao@denr.gov.ph	Balbina O. Pantinople
CENRO Cebu City	DENR-CENRO Cebu City, Columbian Bldg., V. Sotto St., Pier 3, Cebu City	(032) 232-0140/ 0906-0480924 cenrocebu@denr.gov.ph; recordscenro@gmail.com	Jocelyn C. Dela Torre
PENRO Negros Oriental	Larena Drive, Taclobo, Negros Oriental	(035) 522-0219/ 0917-6192148 penronegros8888@gmail.com; penronegrosoriental@denr.gov.ph	Reuben Rafael M. Songco
CENRO Ayungon	Brgy. Tiguib, Ayungon, Negros Oriental	(035) 404-0829/ 0936-3260087 cenroayungon@denr.gov.ph; aaronabueva@yahoo.com	Aaron D. Abueva
CENRO Dumaguete City	Capitol Site, Dumaguete City	0906-7469029 cenrodumaguete7@yahoo.com.ph; cenroayungon@denr.gov.ph	Debbie C. Requillano
PENRO Siquijor	Larena Port, Larena, Siquijor	(035) 377-2081/ 0969-5200760 penrosiquijor@denr.gov.ph; penrosiquijor1@gmail.com; alvaricorheyanne@gmail.com	Rhey Ann A. Buhisan
DENR Region VIII	2/F Administrative Bldg., Management Records, DENR Regional Office 8, Sto. Niño Extension, Tacloban City G/F and 2/F Technical Bldg., Land Records Section, DENR Regional	(053) 832-0832 denr_recordsunit2016@yahoo.com; recordsunitdenr@gmail.com (053) 321-1168/ 832-2952/ 321-7871 landrecordsr8@yahoo.com	Novy Ann G. Pagasartonga Engr. Evelyn C. Amago

	Office 8, Sto. Niño Extension, Tacloban City		
PENRO Biliran	Brgy. Larrazabal, Naval, Biliran	(053) 500-4115 penrobiliran@yahoo.com	Randy P. Cempron
PENRO Eastern Samar	G/F DENR-PENRO Borongan, Capitol Site, Brgy. Alang-alang, Borongan City, E. Samar	(055) 560-9374 penroborongan@yahoo.com.ph	Susan Claire A. Samuray
CENRO Borongan	Capitol Site, Brgy. Alang-alang, Borongan City, Eastern Samar	(055) 560-0339/ 0960-5050570 denr_cenroborongan@yahoo.com	Marilou L. Baquilod
CENRO Dolores	Brgy. 12 Poblacion, Dolores, Eastern Samar	0906-4663967 denrcenrodol_esam@yahoo.com	Gianna C. Almazan
PENRO Leyte	Records Bldg., DENR PENRO Leyte, Brgy. Baras, Palo, Leyte	(053) 888-0200/ 832-2875 penroleyte@yahoo.com	Lovely Ann C. Basilio
CENRO Baybay	2/F Bldg. 2 Zone 23 Ramon Magsaysay Ave., Baybay City, Leyte	(053) 563-7732/ 335-3644 cenrobaybaycity@gmail.com	Bernardo P. Gajes, Jr.
CENRO Ormoc	CNERO ORmoc, Brgy. Bantigue, Ormoc City	(053) 561-8074 cenroormoc17@yahoo.com	Josiefer M. Jesusco
CENRO Palo	2/F Brgy. Candahug, Palo, Leyte	(053) 832-3995/ 0926-9594109 cenropalo@gmail.com	Evelyn J. Caca
PENRO Northern Samar	1/F PENRO Northern Samar, Sitio Balud, Brgy. Macagtas, Catarman, Northern Samar	0951-8047587 penro.nsamar@gmail.com	Darlene Joy A. Loreto
CENRO Catarman	U.E.P. Zone III, Hillside Drive, DENR CENR Office, Catarman, Northern Samar	0955-5244098 cenro.catarman@yahoo.com; peryjerry367@gmail.com;	Gerardo T. Peru
CENRO Pambujan	1/F DENR-CENRO Pambujan, Brgy. 8, Pambujan, Northern Samar	0917-3045366 cenro.pambujan@gmail.com	Ma. Danica G. Morado
PENRO Southern Leyte	2/F PENRO Southern Leyte, Capitol Site, Brgy. Asuncion, Maasin City, Southern Leyte	(053) 571-0899 denrpenrosouthernleyte@gmail.com	Sheena Bianca B. Bungcaras
CENRO Maasin City	2/F CENRO Maasin, Capitol Site, Brgy. Asuncion, Maasin City, Southern Leyte	(053) 321-2125 denr_msn@yahoo.com	Lloyd Z. Bantug
CENRO San Juan	2/F DENR- CENRO San Juan, Brgy. Sto. Niño, San Juan, Southern Leyte	0917-6316473/ 0917-1459746 cenro_san_juan@yahoo.com	Cheryl M. Adal

PENRO Samar	G/F DENR-PENRO Samar, Brgy. Guindapunan, Catbalogan City, Samar	(055) 543-8122 catbpenro@yahoo.com penrosamarrecords@gmail.com	Andrea Charlotte B. Macabare
CENRO Catbalogan	DENR-CENRO Catbalogan, Brgy. 7, Catbalogan City, Samar	(055) 544-3976 cenrocatbalogan@yahoo.com	Cristina A. Udquin
CENRO Sta. Rita	DENR-CENRO Sta. Rita, Maharlika Highway, Brgy. San Juan, Sta. Rita, Samar	0917-8476530/ 0935-6302987 cenrostarita@gmail.com	Nanilyn G. Obregoso
DENR Region IX	Management Services DENR-9 Regional Office Bldg., Pres. Corazon C. Aquino Regional Government Center, . Balintawak, Pagadian City	(062) 0916-2393533 nordam1967@gmail.com	Norisa O. Bertoldo (Management Records)
	Technical Services DENR-9 Regional Office Bldg., Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City	(062) 0935-4266071 neoniemayo@gmail.com	Neonita Delas Peñas (Land Records)
PENRO Zamboanga Del Norte	TDS Bldg., DENR-PENR Office, Sta. Isabel, Dipolog City	(065) 0915-9241664 mege_marie@yahoo.com	Gemmarie G. Valerozo
CENRO Liloy	National Highway, Baybay, Liloy, Zamboanga Del Norte	(065) 0965-1356561 tydenellyninal20@gmail.com	Tydnellyn N. Espiritu
CENRO Manukan	Poblacion, Manukan, Zamboanga Del Norte	(065) 0926-3724816 fepascoalmedilla@gmail.com	Fe A. Magdula
CENRO Pinan	1st Congressional District Segabe, Piñan, Zamboanga Del Norte	0950-2214106 malou.sugod@gmail.com	Maria Louise P. Sugod
CENRO Siocon	LAMS Bldg., Poblacion, Siocon, Zamboanga Del Norte	(065) 0975-3343907 rannc25@gmail.com	Ruby Ann M. Campaner
PENRO Zamboanga Del Sur	Sagun St., Gatas District, Pagadian City, Zamboanga del Sur	(062) 0912-3313294 penro9b_zds@yahoo.com; candelarianasiadaraojo@gmail.com	Candelaria N. Araojo
CENRO Guipos	Katipunan, Guipos, Zamboanga Del Sur	(062) 0997-9409830 carie.combis@gmail.com	Charito Y. Combis
CENRO Ramon Magsaysay	Poblacion, Ramon Magsay, Zamboanga Del Sur	(062) 0912-2668238 bevsyaon143@gmail.com	Beverly P. Ya-on

PENRO Zamboanga Sibugay	DENR PENRO Office, Ipil, Zamboanga Sibugay	(062) 0906-1199843 dionaldogonzaga1@gmail.com	Dionaldo U. Gonzaga
CENRO Imelda	Poblacion Imelda, Zamboanga Sibugay	(062) 0927-4066262 cenroimelda@denr.gov.ph; bakikayamagi@yahoo.com	Roldan B. Alajas
CENRO Kabasalan	Purok 4, Brgy. Simbol, Kabasalan, Zamboanga Sibugay	(062) 0927-4066262 antiguamildred@gmail.com	Mildred T. Antigua
CENRO Zamboanga City	Gov. Alvarez St., Zamboanga City	(062) 0963-136930 afpfernando87@gmail.com	Ann Francheska F. Pingkin
DENR Region X	2/F New Executive Bldg., DENR Compound, Puntod, Cagayan de Oro City	0998-9281116 r10.recordsunit@gmail.com	Ma. Theresa A. Migallon
	G/F LMS Bldg., DENR Compound, Puntod, Cagayan de Oro City	0921-2172846 r10.smddiv@gmail.com	Agnes T. Gonzales (Land Records)
	G/F Old Executive Bldg., DENR Compound, Puntod, Cagayan de Oro City	0977-8440748 denrcdd10@gmail.com	Nico V. Alumbro
PENRO Bukidnon	G/F PENRO Bukidnon, San Victores St., Brgy. 9, Malaybalay City, Bukidnon	(088) 813-2104/ 0906-1515612 recordpenrobukidnon@gmail.com; penrobukidnon@denr.gov.ph	Marites C. Salo
CENRO Don Carlos	P11 Poblacion Sur, Don Carlos, Bukidnon	(088) 828-7450/ 0915-6585400/ 0975-1058959 r10cenro.doncarlos@gmail.com; cenrodoncarlos@denr.gov.ph	Mary Ann C. Paggao
CENRO Valencia City	G/F CENRO Valencia City, New Integrated Transport Terminal Complex, Sitio Hagkol, Brgy. Poblacion, Valencia City, Bukidnon	(088) 828-2096/ 0906-0379193/ 0962-0404760 cenrovalencia@denr.gov.ph ; marklester@gmail.com	Mark Lester T. Timoteo
CENRO Manolo Fortich	Calanawan, Tankulan, Manolo Fortich, Bukidnon	0905-3363870/ 0917-5228580 r10cenromf@gmail.com; cenromanolofortich@denr.gov.ph	Wilma A. Baul
CENRO Talakag	Landing, San Isidro, Talakag, Bukidnon	0905-1681801/ 0915-7757514 cenrotalakag@denr.gov.ph; melanieontong86@gmail.com	Melanie O. Salvador

PENRO Camiguin	G/F, DENR PENRO Camiguin, Government Center, Lakas, Poblacion, Mambajao, Camiguin	(088) 387-0040/ 0919-0681296 penrocamiguin@denr.gov.ph	Liezel R. Castino
PENRO Lanao Del Norte	PENRO Lanao Del Norte, Capitol Ground, Pigcarangan, Tubod, Lanao Del Norte	(063) 227-6975/ 0967-5839592 penrolanaodelnorte@denr.gov.ph; pldn.talaba.aprilrose@gmail.com	April Rose T. Arellano
CENRO Iligan City	CENRO Iligan City, 4th East Extension, Tubod, Rosario Heights, Iligan City	(063) 229-9930/ 0965-7208989 cenroiligan@denr.gov.ph; Hassanal.ampang@gmail.com	Hassanal M. Ampang
CENRO Kolambugan	2/F CENRO Kolambugan, Poblacion, Kolambugan, Lanao Del Norte	(063) 227-5070/ 0935-2703728 cenrokolambugan@denr.gov.ph; macaombaohidaya1997@gmail.com	Hidaya T. Macaombao
PENRO Misamis Occidental	Capitol Compound, Lower Lamac, Oroquieta City, Misamis Occidental 7204	(088) 545-0464/ 0985-0970961 penromisamisoccidental@denr.gov.ph; jarantilla.alielor32@gmail.com	Alielor A. Jarantilla
CENRO Oroquieta City	Capitol Compound, Lower Lamac, Oroquieta City, Misamis Occidental 7204	(088) 531-2003/ 0910-7226658 r10cenro.oroquieta@gmail.com; nanette_violon@yahoo.com	Nanette S. Violon
CENRO Ozamiz City	Gango, Ozamiz City, Misamis Occidental 7204	(088) 521-1252/ 0977-7200528 cenroozamiz@denr.gov.ph; al_roxeign@yahoo.com	Roxane B. Gomez
PENRO Misamis Oriental	PENRO Misamis Oriental Office, Malasag Heights, Cugman, Cagayan De Oro City	(088) 855-2318/ 0917-1339129 penromisamisoriental@denr.gov.ph armzmur@gmail.com	Armi Muriel C. Cabangbang
CENRO Initao	CENRO Initao Office, Jampason, Initao, Misamis Oriental	(088) 855-2347/ 0997-9617071/ 0955-4680012 r10cenro.initao@gmail.com; cenroinitao@denr.gov.ph; monaliza.uy@gmail.com	Monaliza V. Uy
CENRO Gingoog	CENRO Gingoog Office, Dugenio St., Brgy. 26, Gingoog City	0906-7218438 cenrogingoog@denr.gov.ph ; calingindonald@gmail.com	Donald Calingin

DENR Region XI	G/F Km. 7, Lanang, Davao City, Davao Del Sur 8000 Km. 7, SPED Road, Bangkal, Davao City	(082) 2275163 denrecordsxi@gmail.com (082) 296-2509 smd.region11@yahoo.com	Edmundo C. Baba Efren M. Bual
PENRO Davao Del Norte	Km. 55, National Highway, Tagum City, Davao del Norte	(084) 216-6302 penrodavaodelnorte@denr.gov.ph	Venice Reynaldo II B. Guerrero
CENRO New Corella	Purok 5 Poblacion, New Corella, Davao Del Norte	0927-6449523 cenronewcorella@denr.gov.ph	Marcelita D. Pardillo
CENRO Panabo City	Brgy. Salvacion, Panabo City, Davao Del Norte	(084) 823-0447 cenropanabo@denr.gov.ph	Edelveiss P. Lio
PENRO Davao Del Sur	Mabini, Superhighway, Brgy. Aplaya, Digos City	(082) 272-1894 penrodavaodelsur@denr.gov.ph;	Aline P. Raymundo
CENRO Davao City	CENRO Office, KM. 7, SPED Road, Bangkal, Davao City	(082) 228-2557 cenrodavao@denr.gov.ph	Nelia A. Calang
CENRO Digos	Capitol Compound, Matti, Digos City	(082) 553-8756 cenrodigos@denr.gov.ph	Ma. April P. Meniza
CENRO Malalag	Poblacion, Malalag, Davao Del Sur	(082) 272-0339 cenromalalag@denr.gov.ph	Clarice Thea M. Barredo
PENRO Davao Occidental	Purok 7, Palili, Padada, Davao Del Sur	0917-8327384 penrodavaooccidental@denr.gov.ph	Lorevi S. Namocatcat
PENRO Davao Oriental	Government Center, Dahican, Mati City, Davao Oriental	(087) 3883-275/ 0917-1428784 penrodavaooriental@denr.gov.ph; penro.davao.oriental@gmail.com	Perter Vincent O. Hingpit
CENRO Baganga	CENR Office Baganga, Davao Oriental	(087)388-3569/ 0935-1988184 cenrobaganga@denr.gov.ph; roydiaz110860@gmail.com	Roy G. Diaz
CENRO Lupon	Poblacion, Lupon, Davao Oriental	(087) 808-5142/ 0909-6288144 cenrolupon@denr.gov.ph	Marivic C. Tesaluna
CENRO Mati City	Brgy. Matiao, Mati City, Davao Oriental	(087) 388-3569 cenromati@denr.gov.ph	Nelba O. Hingpit
CENRO Manay	RXI-2C, Brgy. San Ignacio, Manay, Davao Oriental	0953-0434246 cenromanay@denr.gov.ph	Diana Rose G. Masanguid
CENRO Panabo City			

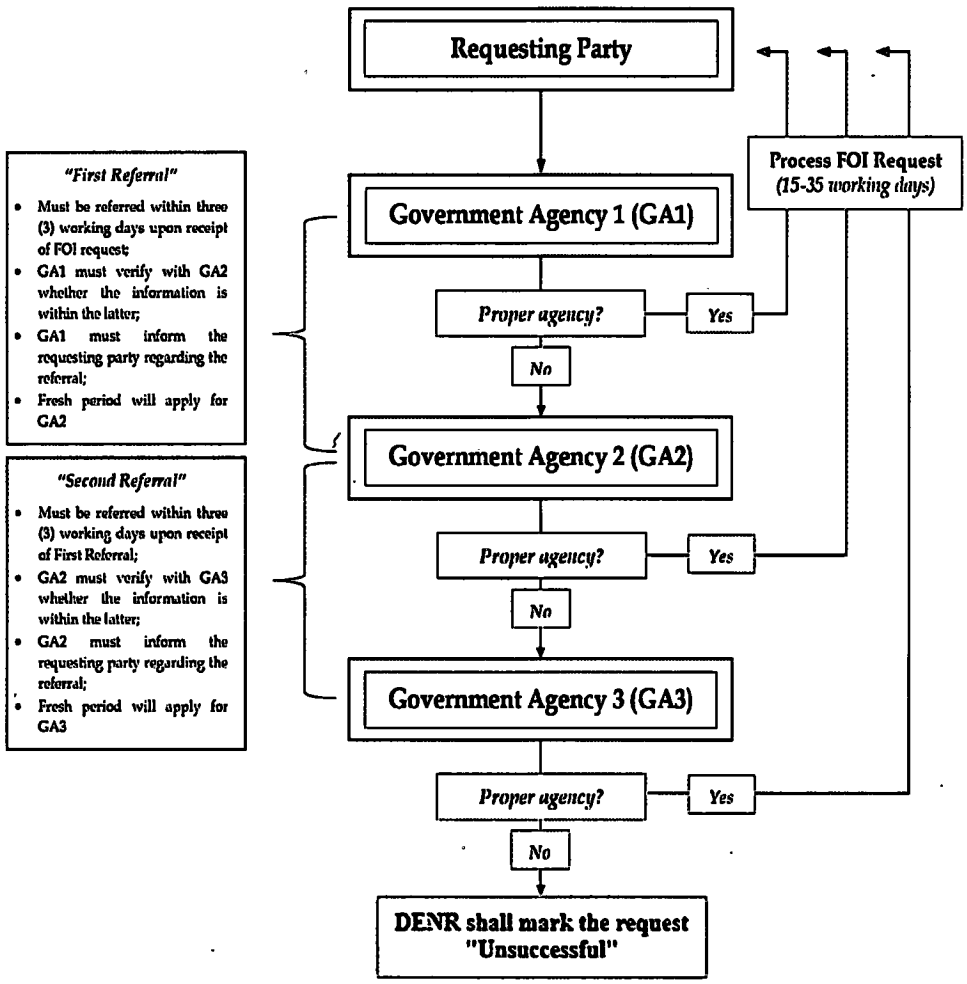
PENRO Compostela Valley	Purok 2, Poblacion, Nabunturan, Davao de Oro	(084) 311-8143 penrodavaodeoro@denr.gov.ph	Jessielyn D. Espinosa
CENRO Maco	Brgy. Anislagan, Maco, Compostela Valley	(084) 311-8325/ 0906-1718402 cenromaco@denr.gov.ph	Mylene Arellano
CENRO Monkayo	Santan St., Poblacion Monkayo, Davao de Oro	0977-8268193 cenromonkayo@denr.gov.ph	Juneette L. Dela Cruz
DENR Region XII	Aurora St., Brgy. Zone IV, Koronadal City	(083) 228-6223/ 0907-1527332 benjepalmares@gmail.com	Kriza Jane Taylan-Adjarani
PENRO North Cotabato	DENR Compound, Quirino Drive, Kidapawan City	(064) 577-1412 recordspenroxii@gmail.com	Susan H. Bongaitan
CENRO Matalam	CENRO 4B, Poblacion, Matalam, Cotabato	(064) 521-1326/ 0921-7856775 cenromatalam@denr.gov.ph	Roxanie S. Ebra
CENRO Midsayap	Poblacion 3, Midsayap, North Cotabato	(064) 521-9445 cenromidsayap@yahoo.com	Rebecca L. Antonio
PENRO Saranggani	Poblacion, Alabel, Saranggani Province	(083) 508-2008/ 508-2009 denrpenro_alabel@yahoo.com.ph	Irish Amor R. Talatagod
CENRO Glan	Poblacion, Glan, Saranggani Province	(083) 520-8272/ 0967-5961240 cenro_glan@yahoo.com	Jenie N. Baylon
CENRO Kiamba	Poblacion, Kiamba, Saranggani Province	(083) 508-3119/ 0936-2966225 denr4akiamba@gmail.com	Esperanza S. Orillaneda
PENRO South Cotabato	G/F PENRO South Cotabato, Martinez St., Brgy. Zone IV, Koronadal City	(083) 228-1404 penro.southcotabato@yahoo.com	Lovelyn G. Mama
CENRO General Santos City	Buayan Townsite, General Santos City	(083) 304-0735/ 0955-9557794 cenrogensan@gmail.com	Jehanne R. Basher
CENRO Banga (formerly Surallah)	Purok 3, Brgy. San Vicente, Banga, South Cotabato	(083) 239-1203 cenrobanga_surallah@yahoo.com	Mary Joy J. Manalao
PENRO Sultan Kudarat	National Highway, Brgy. Kenram, Isulan, Sultan Kudarat	(064) 471-2301 penrosultankudarat@denr.gov.ph	Jasmine J. Antonio
CENRO Kalamansig	Poblacion, Kalamansig, Sultan Kudarat	(064) 204-6051/ 0906-3593889 cenrokalamansig@gmail.com	Benjie M. Yongque

CENRO Tacurong	EJC Montilla, Tacurong City, Sultan Kudarat	(064) 471-1867/ 0955-6372195 cenrotacurong@denr.gov.ph	Aileen D. Basanes
DENR Region XIII (CARAGA Region)	DENR Regional Office 13, Brgy. Ambago, Butuan City	(085) 817-3511/ 0930-2117267 denrcaragarecords@gmail.com	Gande G. Bagot
PENRO Agusan Del Norte	PENRO Agusan Del Norte, Tiniwisan, Agusan Del Norte	0919-3486817 penro_agnor@yahoo.com; josephinedagcuta@yahoo.com	Josephine A. Dagcuta
CENRO Nasipit	CENRO Nasipit Talisay, Nasipit, Agusan Del Norte	0947-8927837 cenronasipit@denr.gov.ph; cathy_tapia22@yahoo.com	Catherine T. Dela Calzada
CENRO Tubay	CENRO Tubay, Brgy. Doña Rosario, Tubay, Agusan Del Norte	0948-1659775 cenrotubay@yahoo.com.ph; gracemonteclaro717@gmail.com	Grace M. Monteclaro
PENRO Agusan Del Sur	Government Center, Patin-ay, Prosperidad, Agusan Del Sur	(085) 839-0010 penroads13records@gmail.com; penroagusandelsur@denr.gov.ph	Annie Grace B. Babia
CENRO Bayugan	Maygatasan, Bayugan City, Agusan Del Sur	(085) 343-6191/ 0968-684715 cenro_bayugan@yahoo.com	Fortunato Fabre
CENRO Bunawan	Bunawan Brook, Agusan Del Sur	0951-6846768 cenro_bunawan@yahoo.com	Ellah S. Ortilano
CENRO Loreto	DENR CENRO Loreto, Zone 3, Poblacion, Loreto, Agusan Del Sur	0950-1888546 cenroloreto@denr.gov.ph	Michael B. Pelayo
CENRO Talacogon	Delmonte Talacogon, Agusan Del Sur	0912-8249479 cenrotalacogon@denr.gov.ph	Genevieve C. Estenzo
PENRO Dinagat Island	PENRO Dinagat Island, San Jose Province of Dinagat Islands	0907-4175841 penrodinagat@denr.gov.ph	Ruel E. Betinol
PENRO Surigao Del Norte	PENRO Surigao Del Norte, San Juan, Surigao City	0946-0885115/ 0946-2089715 penrosurigaodelnorte@gmail.com; detaaxe68@yahoo.com	Deity Beril
CENRO Tubod	CENRO Tubod Office, Brgy. Upper Libas, Taganaan, Surigao Del Norte	(086) 826-8160/ 0908-1315916 cenrotubod@denr.gov.ph	Louelyn A. Jadumas
PAMO Siplas	DAPA, Surigao Del Norte	0938-7633859 nancyvirtudazo@gmail.com	Nancy Vertudazo

PENRO Surigao Del Sur	Capital Road Telaje, Tandag City	(086) 211-3337/ 0919-4585024 penrosurigaodel sur@denr.gov.ph	Pamela Krista P. Ramirez
CENRO Cantilan	Herrera St., Brgy. Magosilom, Cantilan, Surigao del Sur	(086) 212-5222 cenrocatilan@denr.gov.ph; denrcenrocantilanhotline@gmail.com	Karen Antonette J. Gayda
CENRO Bislig	CENRO Bislig Office, Surigao Del Sur, Mangagoy Bislig, Surigao Del Sur	0948-8654885/ 0981-0830639 cenrobislig@denr.gov.ph; denrbislig@gmail.com	Jessa Riel J. Dingding
CENRO Lianga	P-5, Poblacion, Lianga, Surigao del Sur	(086) 214-4030/ 0907-1697840 cenrolianga@yahoo.com	Thenine D. Pelos

ANNEX "H"

NO WRONG DOOR POLICY FLOWCHART



NOTE:

If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.

Source: FOI-MC No. 21-05 (Annex A)

Special Order: 59
Series of 2025

Date : **August 01, 2025**

FROM : **ATTY. TEODORO JOSE S. MATTA, MNSA**
Executive Director III

THRU : **NIÑO REY C. ESTOYA, MNSA, CESE**
Deputy Executive Director

LEVITA A. LAGRADA
Director II

TO : **ALL CONCERNED STAFF**

SUBJECT : **CREATION OF FREEDOM OF INFORMATION (FOI) TEAM**

In view of the implementation of Executive Order No. 02, series of 2016, "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor", the Freedom of Information Team is hereby created and shall be composed of the following members:

Receiving Officer	Ms. Marilou C. Kuddana
Data Privacy Officer	Atty. Irish R. Villamor-Dosado
Signatory & Decision Maker	Atty. Joanna Sarah T. Diva

As such, the above-mentioned staffs are directed to comply with the provisions of the said executive order.

This Order shall take effect immediately and shall supersede other issuances inconsistent herewith.

For guidance and strict compliance.

Head Office:
PCSD Building, Sports Complex Road, Santa Monica Heights, Puerto Princesa City, 5300 Palawan, Philippines
Email: oed@pcsd.gov.ph
www.pcsd.gov.ph
(+6348) 434-4235 Trunkline
(+63) 931-964-2128 Enforcement
(+63) 970-302-8554 Front Desk
(+63) 966-639-5491 DMD Calamian
(+63) 956-720-2126 DMD North - Taytay
(+6348) 423-0182 DMD North - Roxas