

PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF

**PCSDS 2021 YEAREND REVIEW AND ASSESSMENT AND 2022 PLANNING  
WORKSHOP**

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DRAFT DOCUMENTATION REPORT

**12/27/2021**

# DAY-TO-DAY DOCUMENTATION

## DAY 1

**December 15, 2021**

The PCSDS 2021 Yearend Review and Assessment and 2022 Planning Workshop on December 15-17, 2021 was held at the Astoria Palawan in Barangay San Rafael, Puerto Princesa City. Registration of participants started at 11:00 AM and lunch was served at 12:00 N. Ms. Ann Sapad of the EPRPD administered the registration process and health protocol requirement for all attendees staying in the venue.

The event commenced at 2:10 in the afternoon with 29 participating stay-in/on-site participants and 21 off-site participants. Stay-out participants joined remotely from the PCSDS Main office, while, others from their respective residences. The table below shows the list of the workshop participants (stay-in and stay-out):

| On-Site (Astoria Resort)                    | Off Site (PCSDS Office/WFH)    |
|---|--------------------------------|
| Office of the Executive Director (2)        | '(5)                           |
| 1. ED Teodoro Jose S. Matta                 | Dir. Niño Rey Estoya           |
| 2. DED Adelina B. Villena                   | Rosana Gacot                   |
|   | Ilya Shelome Cansino           |
|   | Cherrie Cacho                  |
|   | Merlinda Hilario               |
| Administrative and Finance Division (3)     | '(2)                           |
| 1. Rahman S. Ropeta                         | 1. Levita Lagrada              |
| 2. Diana Rose Sangalang                     | 2. Edwin Peneyra               |
| 3. Faith Claudine Hussin                    |                                |
| ECAN Education and Extension Division (3)   | '(2)                           |
| 1. Rachell Ann Carino                       | 1. Atty. Irish Villamor-Dosado |
| 2. Dominic Conde Galit                      | 2. Gisela Canoza               |
| 3. John Vincent B. Fabello, RPF             |                                |
| ECAN Monitoring and Evaluation Division (2) | '(4)                           |
| 1. Marianne Faith M. Perez                  | 1. Madrono Cabrestante Jr      |
| 2. Perlita I. Quiling                       | 2. May Lacao                   |
|   | 3. Arnica Mortillero           |
|   | 4. May Ann Rapio               |
| District Management Division-North (2)      | '(2)                           |
| 1. Daryl Licerio                            | 1. Rhoda B. Roque              |
| 2. Eduard Cabrera                           | 2. Mark Ace Dela Cruz          |
|   |                                |

|  |                                   |
|--|-----------------------------------|
| District Management office -South (3)              | '(3)                              |
| 1. Apollo V. Regalo                                | 1. John Martin Caligdong          |
| 2. John Vincent Fabello                            | 2. Ian Christian Vega             |
| 3. Rowena B. Pasamonte                             | 3. Ma. Cristina Capalla Rodriguez |
|  |                                   |
| District Management Office-Calamian (3)            |                                   |
| 1. Ma. Christina D, Rodriguez                      |                                   |
| 2. Carlos Alfredo Castillo                         |                                   |
| 3. Benjamin Adriano Jr.                            |                                   |
|  |                                   |
| ECAN Zones Management and Enforcement Division (3) |                                   |
| 1. Atty. Joanna Sarah T. Diva                      |                                   |
| 2. John Carlo C. Roquid                            |                                   |
| 3. Aiza N. Arangorin                               |                                   |
|  |                                   |
| ECAN Policy Research and Planning Division (1)     | '(1)                              |
| 1. John Francisco A. Pontillas                     | 1. Glenda M. Cadigal              |
|  |                                   |
| Facilitator (2)                                    |                                   |
| 1. Ms. Ma. Roscela Pamela Poyatos                  |                                   |
| 2. Documenter – Ladyrose C. Nacio                  |                                   |
|  |                                   |
| Secretariat (5)                                    | '(2)                              |
| 1. Mary Ann P. Sapad                               | 1. Maria Riva A. Quindara         |
| 2. Luigi Y. Lubrico                                | 2. Erickson Tabayag               |
| 3. Cherry Lyn Jalover-Par                          |                                   |
| 4. Mark Elijah Balofiños                           |                                   |
| 5. Jun Redondo                                     |                                   |

The **OPENING PROGRAM** set off with an invocation given by Ms. Riva Quindara and followed by the singing of the Philippine national anthem. The participants and the secretariat team were then recognized, before the floor was given to the PCSDS Executive Director for the welcome message. Mr. John Vincent B. Fabello served as the program's master of ceremony.

Executive Director Teodoro Matta, in his welcome message, prompted the participants to be honest in their review and assessments of the agency's milestones and challenges; in the performance of leadership, and in the performance of the staff. Shortcomings in motivation and emphasis should be mended so that the agency may know how to better navigate in 2022. He further suggested, for PCSDS to have a long-term plan (5-10 years), to guide the agency's direction on its yearly plans.

The head of the agency challenged all the division head, the directors and staff to search their hearts on which direction will PCSDS traverse. ***“Saan ba dapat tayo patungo? Hindi lamang manggagaling yan sa head of agency, dapat manggagaling yan sa lahat sa atin. Kung ano ba talaga ang dapat tugunan sa ating lipunan at kung saan papunta ang ating ahensya... at matitimon natin ang kaunlaran ng ating probinsya”.***

In closing, ED Matta thanked Mr. John Pontillas and the EPRPD team, as well as the AFD officers and staff for making the review and planning workshop possible. He congratulated all PCSDS staff for their achievements in 2021.

Group photo of all attendees followed

## **2:32 PM Overview of the Year-end Review and Assessment and FY 2022 Work and Financial Planning / House rules**

Mr. John Francisco A. Pontillas of the EPRPD gave an overview of the three-day event by expounding on the objectives of the planning workshop and the flow of activities.

### **GENERAL OBJECTIVES:**

1. To assess the agency's physical and financial performance and accomplishments for FY 2021;
2. To identify Issues and Challenges encountered, Potential/Ongoing Risks and Opportunities, and suggested/solutions to address the risks;
3. To identify division activities and budget to be transferred/undertaken/shared by other division
4. To refine the FY 2022 PCSDS Work and Financial Plan;
5. To build and promote wellness and intra-office teamwork and collaboration.

### **EXPECTED RESULTS:**

1. Understanding of the PCSDS division and agency program implementation status against targets;
2. Issues and challenges, as well as opportunities and lessons, in program implementation identified and corresponding solutions recommended;
3. Refined Division FY 2022 Work and Financial Plan
4. Agreements and ways forward
5. A collaborative, united, and dynamic PCSDS.

### **GENERAL PROGRAM**

| TIME                                  | ACTIVITY  | OBJECTIVE   | DURATION   | DIVISION/PERSON RESPONSIBLE   |
|---------------------------------------|---|---|------------|---|
| <b>DAY 1 - 15 December, Wednesday</b> |   |   |            |   |
| 11:00-11:30AM                         | Arrival of participants, registration and screening re: health protocols prescribed by DOH. |   |            |   |
| 11:30AM-2:00PM                        | <b>LUNCH BREAK</b>  |   |            |   |
| 2:00-2:15PM                           | Opening Program   | Prayer<br><br>National Anthem<br><br>Introduction of Participants | 15 minutes | Maria Riva A. Quindara<br><br>Video recording<br><br>John Vincent B. Fabello, RPF |

| TIME                         | ACTIVITY  | OBJECTIVE   | DURATION                       | DIVISION/PERSON RESPONSIBLE   |
|------------------------------|---|---|--------------------------------|---|
|                              |   | Welcome Message<br><br>Photo-Opportunities  |                                | Atty. Teodoro Jose S. Matta<br>Executive Director, OED<br><br>Workshop Secretariat  |
| 2:15-2:30PM                  | <b>Overview of Year-end Review and Assessment and FY 2022 Work and Financial Planning / House rules</b> | <ul style="list-style-type: none"> <li>To discuss the objectives of the WS</li> <li>House rules</li> <li>To discuss the flow of the three-day activity</li> </ul>   | 15 minutes                     | John Francisco A. Pontillas, EnP, Chief, EPRPD  |
| <b>PAGBABALIK-TANAW 2021</b> |   |   |                                |   |
| 2:30-3:00PM                  | <u>Presentation:</u> Agency Physical and Financial Performance for FY 2021 January-November             | To present the highlights of accomplishments for FY 2021  | 30 minutes (including Q and A) | Cherry Lyn Jalover-Par, EnP, EPRPD<br><br>Rahman S. Ropeta, Supervising Administrative Officer, Administrative and Finance Division (AFD) |
| <b>PAGPAPALAKAS 2022</b>     |   |   |                                |   |
| 3:00-3:15PM                  | <u>Presentation:</u> Agency Targets for 2022 (based on National Expenditure Program for 2022)           | <ul style="list-style-type: none"> <li>To present the targets for 2022, as committed to DBM and DENR</li> <li>To present the 2022 quarterly financial plan per division (based on division WFPs)</li> </ul> | 15 minutes (including Q and A) | Luigi Y. Lubrico  |
| <b>PAGPAIGTING 2022</b>      |   |   |                                |   |
| 3:15-3:35PM                  | <u>Presentation:</u> Proposed Office Performance Commitment and Review (OPCR) Targets for 2022          | <ul style="list-style-type: none"> <li>To present the OPCR targets for 2022</li> </ul>  | 20 minutes (including Q and A) | Luigi Y. Lubrico  |
| 3:35-3:55PM                  | <u>Presentation:</u> Agency Gender and Development (GAD) 2021 Accomplishment and Plan for 2022          | <ul style="list-style-type: none"> <li>To present the GAD 2021 Accomplishment and Plan for 2022, for inclusion by divisions to their respective WFPs</li> </ul>   | 20 minutes (including Q and A) | Ma. Cristina C. Rodriguez   |
| 3:55-4:15PM                  | <b>HEALTH BREAK</b>   |   |                                |   |
| 4:15-4:30PM                  | <u>Presentation:</u> Issues and Concerns and Agreements   | <ul style="list-style-type: none"> <li>To present the issues and concerns raised and consolidated during the 2021 Midyear Assessment</li> <li>To identify solutions to address the issues</li> </ul>        | 15 minutes                     | John Francisco A. Pontillas, EnP, Chief, EPRPD  |

| TIME                         | ACTIVITY   | OBJECTIVE   | DURATION               | DIVISION/PERSON RESPONSIBLE  |
|------------------------------|--|---|------------------------|--|
|                              |  | and concerns <ul style="list-style-type: none"><li>To establish inter-division agreements for actions to be undertaken</li></ul>  |                        |  |
| 4:30-6:30PM                  | <u>Workshop1: Plenary discussion on issues, concerns, resolutions</u>                              | <ul style="list-style-type: none"><li>To improve and refine the PCSDS functional integration</li></ul>  | 2 hours                | Ma. Roscela Pamela S. Poyatos, Facilitator                                   |
| 6:30-7:00PM                  | END OF DAY 1 SESSION/FREE TIME/HEALTH BREAK FOR WELLNESS   |   |                        |  |
| 7:00-8:00PM                  | DINNER   |   |                        |  |
| DAY2 - 16 December, Thursday |  |   |                        |  |
| PAGPAIGTING 2022             |  |   |                        |  |
| 8:30-8:45AM                  | <u>Synthesis and Recap of the previous day's proceedings</u>                                       | To provide the participants with a proceedings and highlights of previous day and to prepare for the day's activities   | 15 minutes             | Ma. Roscela Pamela S. Poyatos, Facilitator                                   |
| 8:45-10:45AM                 | <u>Continuation of Discussion: Issues and Concerns and Agreements</u>                              | <ul style="list-style-type: none"><li>To identify solutions to address the issues and concerns</li><li>To establish inter-division agreements for actions to be undertaken</li></ul>  | 2 hours                | Ma. Roscela Pamela S. Poyatos, Facilitator                                   |
| 10:45-10:50AM                | HEALTH BREAK   |   |                        |  |
| 10:50AM-12:00PM              | <u>Workshop 2: Revision of Division Work and Financial Plans (WFPs) for FY 2022</u>                | To refine the FY 2022 WFP per division, incorporating the following: <ul style="list-style-type: none"><li>FY 2022 DBM Commitments</li><li>FY 2022 OPCR Targets</li><li>FY 2022 GAD Plan</li><li>Actions to be undertaken to address identified issues and concerns</li></ul> | 1 hour and 10 minutes  | Division Chiefs/Unit Heads<br><br>Ma. Roscela Pamela S. Poyatos, Facilitator |
| 12:00PM-1:00PM               | LUNCH BREAK  |   |                        |  |
| 1:00-3:30PM                  | <u>Workshop 1 (Continuation): Revision of Division Work and Financial Plans (WFPs) for FY 2022</u> | To refine the FY 2022 WFP per division, incorporating the following: <ul style="list-style-type: none"><li>FY 2022 DBM Commitments</li></ul>  | 2 hours and 30 minutes | Division Chiefs/Unit Heads<br><br>Ma. Roscela Pamela Poyatos, Facilitator    |

| TIME                        | ACTIVITY   | OBJECTIVE  | DURATION              | DIVISION/PERSON RESPONSIBLE   |
|-----------------------------|--|--|-----------------------|---|
|                             |  | <ul style="list-style-type: none"><li>FY 2022 OPCR Targets</li><li>FY 2022 GAD Plan</li><li>Actions to be undertaken to address identified issues and concerns</li></ul> |                       |   |
| 3:30-3:45PM                 | HEALTH BREAK   |  |                       |   |
| 3:45-5:30PM                 | Presentation: Refined Division Work and Financial Plans (WFPs) for FY 2022 | To present the refined FY 2022 Work and Financial Plans per division   | 1 hour and 45 minutes | Division Chiefs/Unit Heads (10 minutes per division)  |
| 5:30-7:00PM                 | END OF DAY 2 SESSION/FREE TIME/HEALTH BREAK FOR WELLNESS                   |  |                       |   |
| 7:00-8:00PM                 | DINNER   |  |                       |   |
| DAY 3 - 17 DECEMBER, Friday |  |  |                       |   |
| 6:00-7:00                   | Health and Wellness  | To re-charge the staff psychological state   | 1 hour                | Diana Sangalang, HR   |
| 8:30-10:30AM                | Presentation: Refined Division Work and Financial Plans (WFPs) for FY 2022 | To present the refined FY 2022 Work and Financial Plans per division   | 2 hours               | Division Chiefs/Unit Heads (10 minutes per division)  |
| 10:30-11:15AM               | Recap of Agreements  | To present, finalize and solicit commitments of Management and Division Chiefs   | 45 minutes            | Ma. Roscela Pamela S. Poyatos, Facilitator  |
| 11:15-11:30AM               | Closing Messages   | <p>To provide impressions on the 3 day activity</p> <p>To provide/give the divisions/units with ADDITIONAL guidance in terms of thrust and priorities for FY 2022</p>    | 15 minutes            | <p>DED Atty. Adelina Benavente-Villena</p> <p>Dir. Niño Rey C. Estoya, MNSA</p> <p>Executive Director Teodoro Jose S. Matta</p> |

Please see attached house rules in the annex.

## 2:44 PM Presentation: Agency Physical and Financial Performance for FY 2021 January-November

The CSD Financial status and budget utilization of the agency as of December 14, 2021 was reported by Mr. Rahman S. Ropeta, Supervising Administrative Officer, of the Administrative and Finance Division (AFD). His presentation lasted for 12 minutes. This was followed by the

highlights of accomplishments of PCSDS for FY 2021 which was given by Ms. Cherry Lyn Jalover-Par of the EPRPD through a video cum slides presentation.

Please see annex for the PowerPoint presentation.

#### **HIGHLIGHTS OF DISCUSSIONS AND RECOMMENDATIONS:**

1. Participants requested that they be copy furnished with the video material (PCSDS accomplishments for 2021) in their group chat. Some parts of the slides presentation were hazy and vague.
2. Dir Estoya verified to AFD re: 5.7 M payables on supplies. He also pointed to AFD the need to look into the contract of suppliers if they deliver on time. He discovered deliverables contracted out in 2018. The supplies have not been delivered but the supplier has already been paid. The agency needs to look carefully on these matters and make sure that we only pay suppliers who have accomplished all required documents.
3. Ms. Levita of AFD informed the body to refer to the agency's accounting information system to check or validate their division's percentage of utilization which is updated as of December 10, 2021. Mark Balofiños should also include the Directors to have access in the system.
4. Ms. Cacho informed the body that included in the 5M items (aside from supplies) being clarified by Dir. Estoya are catering expenses, events that are yet to be conducted. All these items are still within the allotted/required 90 days delivery period.

Health Break of 15 minutes followed before proceeding to the next presentation.

#### **4:15 PM      Presentation: Agency Targets for 2022 (based on National Expenditure Program for 2022)**

Mr. Luigi Lubrico of the EPRPD presented PCSDS targets for 2022 (based on the national expenditure program for 2022) as committed to the DBM and the DENR. The 2022 quarterly financial plan of each division which was based on the division work and financial plans were shown and discussed.

Please see annex for the PowerPoint presentation.

#### **HIGHLIGHTS OF DISCUSSIONS AND RECOMMENDATIONS:**

Queries, comments and discussions centered mostly on the need to disaggregate the "ECAN Zoning" fund among the 4 divisions (EPRPD, DMDs) which the management suggested to be included in the activity workshop today.

All activities included in the ECAN zoning process such as Conflict Resolution, ECAN resource management planning, ECAN validation can be charged out of the ECAN Zoning Fund. In this case, EPRPD suggested for DMO's to provide their resource needs.

#### **5:39 PM      Presentation: Proposed Office Performance Commitment and Review (OPCR) Targets for 2022**



After the Q and A on the 2022 targets of the agency, Mr. Luigi Lubrico continued and presented the office performance commitment and review (OPCR) of PCSDS.

#### **HIGHLIGHTS OF DISCUSSIONS AND RECOMMENDATIONS:**

For the proposed OPCR targets for FY 2022, the participants discussed the target indicator “Learning and Development intervention for each employee” and what accomplishments could be considered for this indicator (e.g., seminars, Ating Alamin, Kumustahan sessions, etc.). Discussion on whether to increase the target for the indicator on Client/Citizen Satisfaction, from the 2021 target of 80% to around 85% took place. However, since result of this indicators are beyond the agency’s control, ED Matta instructed to retain the target to 80%.

Please see annex for the PowerPoint presentation.

Presentations on GAD and ISSUES and Concerns were all moved to day 2. The session ended at 6:06 PM. Dinner was served at 6:40 PM.

## **DAY 2**

### **December 16, 2021**

**8:30 AM** Ms. Perlita Quiling led a morning prayer at the start of day 2. It was followed by a roll call of attendance by Mr. John Vincent Fabello. Before giving a recap and synthesis of the previous day's activity, Ms. Roscel Poyatos gave the group a 10 minute dance energizer to the beat of "*Electric Dreams*".

**8:44 AM**      **Presentation:    Agency    Gender    and    Development    (GAD)    2021  
Accomplishment and Plan for 2022**

PCSDS accomplishments on Gender and Development for 2021 and the Agency's plan for 2022 were presented by Ms. Ma. Cristina C. Rodriguez. She emphasized the agency's mission as facilitator of gender and development that effects change for indigenous, vulnerable and marginalized communities in Palawan. GAD-related activities for 2022 onwards shall be validated if GADABLE or not through the use of HGDG and PIME tools.

#### **HIGHLIGHTS OF DISCUSSIONS AND RECOMMENDATIONS:**

The need to amend the GFPS composition of GAD focal point system and to schedule a separate orientation session for staff on GAD matters. The body agreed to schedule the orientation meeting morning of December 21, 2021.

**9:40 AM**      **Issues and Concerns and Agreements**

The EPRPD Chief presented the various issues and concerns raised and consolidated during the 2021 Midyear Assessment of the agency. Updates on what has been done to address each issue were also presented. This part of the planning workshop aims to establish inter-division solutions and agreements for issues/actions that have not been fully addressed.

The agency's issues and concerns were classified based on the following:

1. Organizational Direction
2. Complementation, Communication and Feedback
3. Administrative
4. Field Operations
5. Collection, Budget and Fund Utilization

Questions were not entertained anymore after the presentation since issues presented shall be discussed in plenary in the succeeding workshop activity.

Health break followed at 10:05 AM.

**10:20 AM**      **Workshop1: Plenary discussion on issues, concerns, resolutions**

Ms. Ma. Roscela Pamela S. Poyatos, the workshop's lead facilitator, facilitated the plenary session. Discussions and inputs of identified issues and concerns were managed by classification as gleaned on the matrix below:

# CONSOLIDATED ISSUES IDENTIFIED BY DIFFERENT PCSDS UNITS

| Categorized Issues   |   |  |   |  |
|--|---|--|---|--|
| Organizational Direction   | Complementation, Communication and Feedback   | Administrative   | Field Operations  | Collections, Budget and Fund Utilization   |
| Request for additional plantilla position  | Need to disseminate concerns emanating from the council meetings to concerned staff                   | Difficulty in retrieval/ storage and disposal of office files                      | Radio station franchise   | Low budget utilization by some divisions   |
| Preparation for non-continuance of JO hiring by the government by 2022   | Enhanced 2nd Quarter Collaboration with almost all units  | manual printing/ email of sending rating forms delays the PSB deliberation process | Implementation of online payment to complement the online permitting                            | Absence of official line for collecting services   |
| Filling – up of vacant positions and staff hiring  | Increasing viewers reached especially for those who have no access to social media                    | Need for additional working space/building   | Maximize Participation in virtual events  | Inefficient use of Landbank Portal (AFD)   |
| Quality of outputs: The OPCR/IPCR are focused on quantity rather than quality. Thus, the quality of outputs is oftentimes set aside/overlooked | Increase popularization / dissemination of research and monitoring results                            | Difficulty in consolidation/gathering of forms/ gathering of staff information     | Limited staff mobility considering health & safety protocols                                    | Non-compliance with the agreement with PCSDS and Palawan Pawnshop on remittance of payment (AFD and Legal) |
| PCSD is being excluded in PAMB Management, considering PCSD as a key stakeholder.  | Need to review complementation arrangements of different units (activities covered and fund charging) | Untimely submission of DTRs cause delays in consolidation and submission to COA    | Absence of Wildlife Traffic and Monitoring Officer (WTMO) in Narra and Aborlan as support staff | Proper classification per PAP of Payroll/Remittances for PCSDS Regular Employees                           |
| Nature of Contract of Service Staff  | Delay in the attainment of ICCA Target due to transfer of staff to other division                     |  |   | Low utilization of budget  |
|  | The need to fast track the acquisition of the ICT items for 2022                                      | Absence of supplies monitoring system (e.g. stock carding at the division level)   | Handling of Legal issues encountered by District Staff  | Utilization of the Wildlife Trust Fund   |
|  | Relying on trends in setting the target, and not in the new normal situation                          | Implementation of No-touch “logging in”  | Difference between the City ECAN Map and the PCSD approved map.                                 |  |
|  | Clarify complementation of  | Delayed acceptance of ICT  | Victoria Anepahan   |  |

| Categorized Issues       |   |   |  |  |
|--------------------------|---|---|--|--|
| Organizational Direction | Complementation, Communication and Feedback               | Administrative  | Field Operations   | Collections, Budget and Fund Utilization |
|                          | activities with the DMDs.                                 | by end-users causing delays of the use of equipment leading to delayed payment to suppliers   | Mountain Range (VMAR) MOA needs update for follow up   |  |
|                          | The need to strengthen collaboration with the other units | Continuing inventory of ICT supplies and equipment and the processing of new request  | The need to facilitate activities and deliverables   |  |
|                          |   | Need to document the Zero carbon cottage before it fully deteriorates.  | The need to schedule urgent task to be on track with deliverables  |  |
|                          |   | Ensure the continuing use and maintenance of generator sets   | Activities that need downloading from Planning to DMD need to be reflected in the catch-up plan                            |  |
|                          |   | Delay in the delivery of procured items   | Guide the DM-South on ECAN updating for PPC  |  |
|                          |   | Non-accreditation of PCSDS Envi Laboratory due to non-compliance of the “Building/Structure” to DENR-EMB standards. Ensure the continuing operation of the PCSDS Environmental Laboratory | Need to send management level staff to PPC meetings that can contribute on issues.   |  |
|                          |   | Handling and disposal of Cyanide at DMD Calamian  | Monitoring of wildlife policy implementation is limited due to lack or insufficient WEO/WTMUs in Coron, El Nido and Taytay |  |
|                          |   | Programmed hiring of on-contract staff need to be facilitated   | Frequent brownouts in Coron, Taytay and El Nido.   |  |
|                          |   | Slow Internet connection  | Political influence and/pressure in some   |  |

| Categorized Issues       |   |   |  |  |
|--------------------------|---|---|--|--|
| Organizational Direction | Complementation, Communication and Feedback | Administrative  | Field Operations   | Collections, Budget and Fund Utilization |
|                          |   |   | project/s including unseemly requests; some clients seem used to giving monetary/in-kind objects even during official undertakings   |  |
|                          |   | Absence of Security Officer in DMO Quezon   | Concerns on the escalating issue on the indigenous people's CADT in the Calamianes   |  |
|                          |   | Need for the repair and maintenance of DMO Office in Quezon, Brookes Point and Aborlan  | Proponents always following up – EZC (there are delays in the review of the EZC and release as process is only 3 days, 2 hours, 50 minutes as per PCSDS Citizen's Charter) |  |
|                          |   | Delay in the delivery of supplies (CSE and Non-CSE/ICT) and procurement of Other Supplies for WMF   | Resignation of staff as station is in Coron and the need to train again new staff  |  |
|                          |   | L&D for the Calamian was not 100% undertaken as scheduled since the staff to attend trainings have resigned and that Supervisory/Mgt level trainings were not yet approved by the PDC | Need for additional WMTUs in Linapacan, Culion and Busuanga  |  |
|                          |   | Some requested supplies, such as ram upgrades for desktops, are not compatible with the device intended for upgrade   | Varied implementation of LGUs on health protocols  |  |
|                          |   | The number of days given in Document Tracking System (DTS) within which   | Dissemination of water quality (WQ) results of LGUs within their   |  |

| Categorized Issues       |   |  |   |  |
|--------------------------|---|--|---|--|
| Organizational Direction | Complementation, Communication and Feedback | Administrative   | Field Operations  | Collections, Budget and Fund Utilization |
|                          |   | a staff is required to complete a specific task are, in some cases, not consistent with the number of days given in the Citizen's Charter. | jurisdiction  |  |
|                          |   | Short notice prior to the ARTA deadline of the forwarded documents in the DTS  | MOA on EBN collection   |  |
|                          |   |  | Safe Water Project priority areas   |  |
|                          |   |  | Projects in UPF were given CNC, without SEP Clearance.  |  |
|                          |   |  | Decline in the number of apprehensions  |  |
|                          |   |  | Different preferences of the staff or members in the conduct of hearings or meetings                            |  |
|                          |   |  | Limited opportunity to conduct lectures/training  |  |
|                          |   |  | The flow that can make work fast may be missing   |  |
|                          |   |  | Mental health issues of staff may increase  |  |
|                          |   |  | Staff may be required to render longer or lesser hours of work because of the Work-from-Home (WFH) arrangements |  |
|                          |   |  | Limited number of days that a staff is allowed to be  |  |

| Categorized Issues       |   |                |  |  |
|--------------------------|---|----------------|--|--|
| Organizational Direction | Complementation, Communication and Feedback | Administrative | Field Operations   | Collections, Budget and Fund Utilization |
|                          |   |                | physically present in the office.  |  |
|                          |   |                | Slow pace of response of other concerned agencies on matters related to filing of administrative and criminal cases.     |  |
|                          |   |                | Failure of the Enforcement Unit to promptly provide the pieces of evidence necessary for the filing of appropriate cases |  |
|                          |   |                | Delay of the Enforcement Unit to promptly provide the pieces of evidences necessary for the filing of appropriate cases  |  |

Ms. Poyatos validated from the participants whether each identified issue and concern is still considered by the agency as a problem that still needs attention and solution; or, if said item has already been addressed. Solutions and agreements were arrived at for concerns that need crucial action from the management. The results of the plenary discussion are attached in the annex.

Two (2) issue classifications were discussed and finalized by 12:00 noon. The plenary session was put off for an hour for the lunch break. The activity resumed at exactly 1:00 in the afternoon.

**Executive Director TJ Matta made a very important announcement** before the continuation of the plenary workshop. He informed the participants about the latest weather advisory on typhoon Odette, which was already affecting the northeastern part of Mindanao during that time. The typhoon had initially packed winds of up to 260 kilometers (160 miles) per hour which was equivalent to a category 5 storm. With PAG-ASA's projection that it will pass through mainland and northern Palawan on December 17, 2021, Director Matta instructed the body to wrap-up the planning session before 4:00 PM for everyone to go home; while, planning activities left undone shall be finalized in the coming week.

**1:10 PM          Continuation of Workshop 1 – Plenary Discussion of Issues, Concerns and Agreements.**

The discussion on challenging concerns pertaining to administrative matters, field operations and collection, budget and fund utilization were tackled during the afternoon session. All issues were validated by 2:45 PM with the results attached in the annex portion of this report.

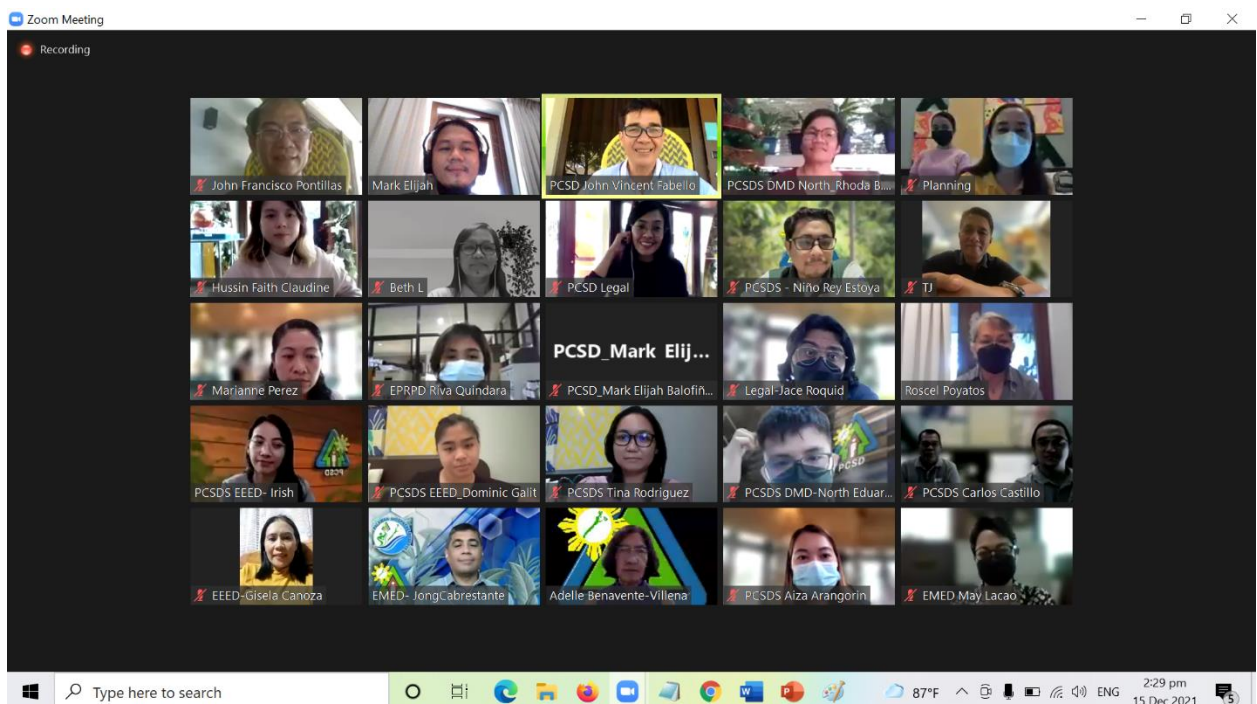
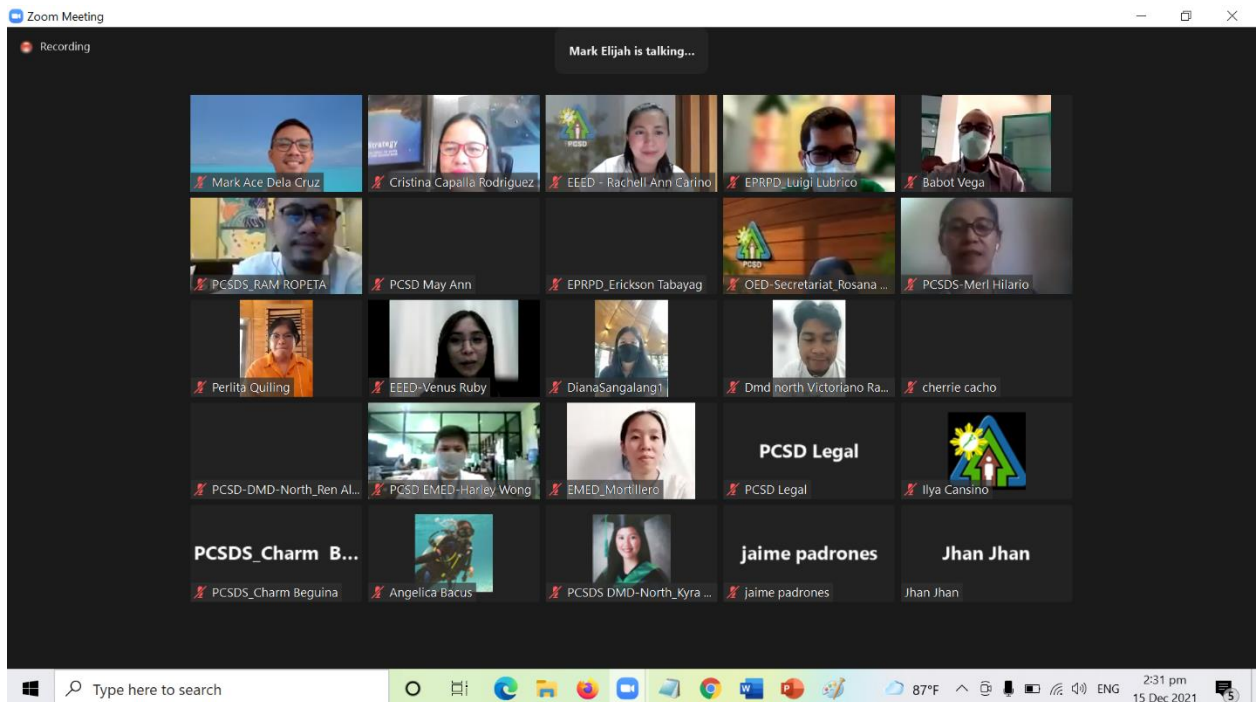
**2:50 PM          Wrap-up and Closing**

Mr. John Pontillas, EPRPD Chief, took over the floor and thanked all participants for their active participation and inputs in all of the discussions in the last two day planning session of the agency. He reminded all division heads and staff to consider and be guided by the various inputs that have been presented and agreed upon in the final revisions of their WFP for 2022. Presentation of divisions' revised WFP for 2022 has been tentatively scheduled on December 22, 2021.

The activity ended at 3:20 PM and group photo session followed. Everyone was on the way home to Puerto Princesa City proper by 4:30 PM.



## PHOTO DOCUMENTATION (Screenshots of the Virtual Meeting via Zoom)



Zoom Meeting

Recording

View

2/2

PCSDS Perita Quiling

Diana Sangalang

EPRPD

EPRPD\_Erickson Tabayag

PCSDS Carlos Castillo

PCSDS\_EEED\_Gisela Cano...

May Lacao

Cristina Capalla Rodriguez

DMD South- Rowena B P...

Ian Christian Vega

PCSDS\_EEED\_Ken Tan

DMDNorth Victoriano Ra...

PCSDS-Kishia L. Hardiolen

Venus Ruby Origenes

PCSDS\_EEED\_Dominic Gall...

PCSDS Alza Arangorin

Cristy Malirong

PCSDS\_Martin...

EMED LYN S. V...

Faith Claudine...

PCSD May ann

Robin James Sabuero

Ren Alaba

Arnica Mortillero

Luigi Lubrico

Mute

Stop Video

Participants 46

Chat

Share Screen

Record

Reactions

Leave

Type here to search

86°F

3:20 pm

16 Dec 2021

Zoom Meeting

Recording

View

1/2

EEED - Rachel Ann Carino

Mark Elijah

PCSD John Vincent Fabello

PCSDS DMD North-Rhod...

PCSDS-Meri Hilario

Levita Lagrada

PCSDS - Niño Rey Estoya

Jace Roquid

Adelle Benavente-Villena

LEGAL

PCSDS\_EEED\_Rosana ...

PCSDS\_EEED\_Irish

DMO-South Apollo Regalo

TJ

EMED- JongCabrestante

PCSDS\_John Francisco Pontl...

Marianne Perez

Mark Ace Dela Cruz

Eduardo Cabrera

PCSDS Tina Rodriguez

PCSDS\_Che Par

PCSDS Perita Quiling

Diana Sangalang

EPRPD

EPRPD\_Erickson Tabayag

Mute

Stop Video

Participants 46

Chat

Share Screen

Record

Reactions

Leave

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3:20 pm

16 Dec 2021

# **ANNEX**



**A. PRESENTATIONS**

**B. RESULTS**

**DISCUSSIONS/AGREEMENTS**

**ISSUES AND CONCERNS**

**C. HOUSE RULES**

**OF**

**ON**