



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
Provincial Environment and Natural Resources Office Cotabato



MEMORANDUM

FOR : **The Regional Executive Director**
DENR XII, Koronadal City

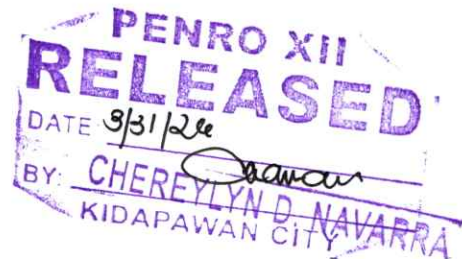
THRU : **The ARD for Management Services**

ATT'N : **The Chief, Planning and Management Division**

FROM : **The PENR Officer**
PENRO XII-4, Kidapawan City

SUBJECT : **SUBMISSION OF 1ST QUARTER BAR REPORT OF PENRO
COTABATO CY 2026**


Date : **March 31, 2026**



Respectfully submitted is the above cited-report of PENRO Cotabato on its 1ST Quarter BAR Accomplishment Report CY 2026.

For information and record.

For and in the absence of the PENR Officer,


FATIMA K. MAGULAMA
Supervising Ecosystem Management Specialist
Office-in-Charge



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✉ penronorthcotabato@denr.gov.ph | <http://penrocotabato.com>



P / A / P Code	Performance Indicators	UACS CODE	FY 2026 Physical Targets					FY 2026 Physical Accomplishments					VARIANCE	Remarks
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
Gen.MGT.&SUPERVISION														
1.Personel Management														
	- personnel records maintained/updated (No.)		234	234	234	234	234	234				234	-	
b. Digitization of Personnel 201 Files														
	201 files digitized (no.)												-	
	- Hiring of Administrative Assistant		60	59	60	59	238	75				75	(163)	
	- Procurement of Supplies													
c. Submission of SALN (R.A. 6713)														
	Report of SALN Certification respective oversight agencies (OP, CSC, OMB) on the prescribed period without error in content (no.)		1				1	1				1	-	
3. Performance Management														
	- RPMT/Sub-PMT meeting		1		1		2	1				1	(1)	
a. OPCR														
	100% OPCR commitment based on approved SPMS guidelines submitted to RO		3				3	3				3	-	
	100% rated FY 2026 OPCR based on approved SPMS guidelines submitted to RO		3		3		3	3				3		
b. DPCR														
	100% of DPCR commitment based on approved SPMS guidelines submitted to RO			2			2						(2)	
	100% rated DPCR based on approved SPMS guidelines submitted to RO		2		2		2	2				2	-	
c. IPCR														
	100% of IPCR commitment based on the approved DPCR submitted to Personnel			3			3						(3)	
4.Communications														
	-message/e-mail transmitted/fax delivered (no.)		750	750	750	750	3000	2,433				2,433	(567)	
5.Records Management														
	-records maintained/updated (no.)		1	1	1	1	4	1				1	(3)	
8. Property, Plant and Equipment (PPE) Accountability Report														
8.1 Annual Report on the Physical Count of Property Plant and Equipment (RPCPPE) as of December 31, 2025														
	Report on the Physical Count of Property Plant and Equipment as of Dec 31, 2025 submitted to COA by the end of January 2025		1				1	1				1	-	
7. Procurement Activities for the Current Year														
a. Conduct of Biddings/Alternative Procurement														
	bidding conducted/contract/Purchase Order issued (no.)		15	15	15	15	60	19				19	(41)	
b. Compliance to PHILGEPS conditions														
	Compliance report submitted (no.)					1	1						(1)	
c. Preparation of Annual Procurement Plan														
	Updated APP non- CSE based on approved GAA FY 2026 submitted to GPPB-TSO (no.)		1				1	1				1	-	
	Indicative APP non-CSE for FY 2027 posted in thr Transparency seal (no.)				1		1						(1)	
	FY 2027 APP-CSE prepared and uploaded to the PS-PHILGEPS virtual store				1		1						(1)	
	FY 2026 APP Non-CSE changes within			1			1						(1)	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
	the 1st semester submitted to GPPB-TSO (no.)												-	
	FY 2026 APP Non-CSE changes within within the 2nd semester submitted to GPPB-TSO (no.)					1	1						(1)	
	d. Procurement Monitoring Report covering FY 2026 report prepared/submitted (no.)		1				2	1				1	(1)	
	f. Conduct of Early Procurement Activities Early Procurement Activities conducted (no.)					1	1						(1)	
	8. Property Management												-	
	a. Maintenance /repair/repaint og bUilding and other Struc Office Buildings and facilities (no.)		7	7	7	7	7	7				7	-	
	b. Inventories/Validationof Property, Plant and Equipment report on inventory/validation of PPEs (no.)					1	1						(1)	
	c. Registration and Renewal of GSIS Insurance												-	
	c.1 Buildings and its Content Buildings and its content insured (on fire, lightning and earthquake (no.)		1	5	1		7	1				1	(6)	
	c.2 L TO Registration /Renewal of Vehicle (four wheel) Motor vehicles (four wheels) registered (no.)		3	2	1		6	3				3	(3)	
	c.3 LTO Registration /Renewal of Motorcycle Motor vehicles registered (no.)		4	2	6	5	17	4				4	(13)	
	c.4 Motor vehicle (four- wheel) Motor vehicles (four wheels) insured(no.)		3	2	1		6	3				3	(3)	
	c.5 Motorcycle vehicle Motorcycle vehicles insured (no.)		2	1	12	2	17	2				2	(15)	
	d. Report of Unserviceable Property, Plant and Equipment 100% of returned unserviceable property within the quarter with Inventory and inspection of Unserviceable Property (IRUP) prepared (no.)		1	1	1	1	4	1				1	(3)	
	e. Preparation of Disposal Plan Disposal plan submitted (no.)			1			1						(1)	
	f. Disposal of unserviceable Properties 50% disposal of unserviceable based on the disposal plan					1	1						(1)	
	g. Maintenance of Four Wheeled Motor Vehicle four wheel motor vehicle maintained (no.)		6	6	6	6	6	6				6	-	
	h. Maintenance /repair of motorcycle procured under forest protection 2020-2021 motorcycle maintained (no.)		10	10	10	10	10	10				10	-	
	9. Collection of Fees												-	
	Monthly Report of Collection (no.)		1	1	1	1	4	1				1	(3)	
	7.Budget/Accounting												-	
	a. Preparation of Financial Plan Financial plan prepared (no.)					1	1						(1)	
	b. Processing of Vouchers, payrolls,NTAs and others -Disbursement vouchers and payroll indexed & other claims processed (no.)		500	500	500	500	2,000	408				408	(1,592)	
	c. Preparation of Budget Accountability Reports (BFARs)												-	
	DISTRICT 2												-	
	• Budget and Financial Accountability report (BFAR)												-	
	- BAR No. 1												-	
	- FAR No. 1												-	
	- BFAR No. 1-A												-	
	- BFAR No. 1-B												-	

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- BFAR No. 1-C														
- FAR No. 2														
- FAR No. 2-A														
-FAR No. 3														
-FAR No. 5														
- FAR No. 6														
	* monthly													
	- FAR No. 4		3	3	3	3	12	3				3	(9)	
	* quarterly		9	9	9	9	36	9				9	(27)	
	- BAR													
	- FAR No. 1													
	- FAR No. 1A													
	- FAR No. 1B													
	- FAR No. 2													
	- FAR No. 2A													
	- FAR No. 5													
	- FAR No. 6													
	* annually													
	- FAR No. 3						1	1					(1)	
c. Summary of Performance Monitoring Report (SPMR)	PENROs consolidated reviewed financial utilization reports		3	3	3	3	12	3				3	(9)	
d. Monitoring of Compliance to Audit Findings (CAAR/AC)	Compliance monitoring report			1			1	2					(3)	
f. Attendance to Workshop, Trainings and Conference	Workshop attended (no.) Report submitted (no.)			1			1	2					(2)	
f. Preparation and Submission of Financial Reports	Report submitted to COA (no.)		3	3	3	3	12	3				3	(9)	
f.a. Monthly trial balance.	PENRO Report submitted to COA (no.)													
i. Hiring of Financial Analyst (1,070/Day)	Number of Financial Analyst hired		4	4	4	4	4	4				4	-	
k. Online Submission of Budget Financial Accountab thru Unified Reporting System (URS)	BFARs submitted online (no.)		1	1	1	1	4	1				1	(3)	
11. Cashiering														
10.a Preparation of Cheques/Advices	Number of Cheques/Advices prepared		60	90	80	70	300	179				179	(121)	
9.Top Management acted upon	Paper/documents acted upon (no.)		750	750	750	750	3,000	1,705				1,705	(1,295)	
13. Updating of Citizen's Charter Processes	Citizen's Charter updated (no.) report submitted		3				3	3					(3)	
10. Conduct of Management Conference	100% meetings/workshops/conferences with report submitted, 7 working days after attendance in meetings/workshops/conferences		1	1	1	1	4	1				1	(3)	
18. Quality Management System (QMS)						1	1						(1)	
18. Capital Outlay														
- 4x4 Pick Up	vehicle purchased (no.)			1			1						(1)	
- Motorcycle	Motorcycle purchased (no)			1			1						(1)	
2. Technical Training External/Internal Training														
b. Attendance to Trainings/Workshops	Trainings attended (no.)			1	2		3						(3)	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
	the system and submitted online to PENRO(no)												-	
													-	
7.	Attendance to ICT Training					1	1						(1)	
	ICT Training attended (no.)												-	
11.	Client Satisfaction Survey (CSS)				1		1	2					(2)	
	100% of Client Satisfaction Measurement Survey													
	2026 collected, encoded and submitted on													
	or before December 30,2026													
	(Data Collection and Encoding of 2026 CSMS)													
	*Refer to the updated guidelines in the conduct													
	of the DENR CSMS and administration of													
	DENR Client Feedback Form													
													-	
A.02.b Environment and Natural Resources														
Education, Communication, Stakeholder														
Engagement and Partnership														
2. Developing, producing and disseminating media print, broadcast and audio -visual materials														
a. Broadcast														
a.3	Production and airing of Radio plugs		30	30	30	30	120	60				60	(60)	
	radio plugs produced and aired (no.)												-	
													-	
c Promotional Materials														
													-	
													-	
c.1	Print materials		1	1	1	1	4	1				1	(3)	
	Type of printed IEC materials (no.)												-	
	Newsletter/flyers/brochure/leaflets. Etc												-	
													-	
d. Public Information														
d.1	Press/Photo Releases		3	3	3	3	12	12				12	-	
	No. of press/photo release publish (no.)												-	
													-	
4. Conducting Enviromental Lectures, dalaw turo, environmental theater and other forms of folk media														
													-	
													-	
a.	Environmental forum for students/ communities/other groups			2	1		3						(3)	
	Environmental forum conducted (no.)												-	
5. Managing official social media accounts such as FB, Twitter, Youtube and Instagram														
													-	
													-	
c)	Content management of		3	3	3	3	12	3				3	(9)	
	approved documents/articles												-	
	Regional DENR Website												-	
	updated/posted in DENR website (no.)												-	
	-approved documents/articles updated/posted in website (no.)												-	
6. Library Management														
a.	Maintenance of Library		3	3	3	3	3	3				3	-	
	ENR library maintained (no.) report submitted (no.)												-	
													-	

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A. 02.c Legal Services to Support Environment and Natural Resources Law Enforcement	Legal Researcher hired with report submitted (no.)		1	1	1	1	1	1				1	-	
A.03.a Formulation and Monitoring of the ENR Sector policies, plans, programs and Projects													-	
2 Price Monitoring and Forest Products Utilization	PENRO price data report consolidated, summarized and submitted quarterly to FMB with monthly breakdown (no.)		3	3	3	3	3	3	3			3	-	
- Price monitoring of forest products	CENRO price data report consolidated, summarized and submitted quarterly to RO with monthly breakdown (no.)												-	
4. Forestry Statistical Reporting System (SRS)	100% of Forestry statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		1	1	1	1	4	1				1	(3)	
	100% of Biodiversity statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		1	1	1	1	4	1				1	(3)	
	100% of Land statistical report forms submitted to RO every July 20 and January 20			1		1	2						(2)	
II. PLANNING AND MGT.														
● Submission of FY 2027 Budget Proposal	PENRO:												-	
- Updating of Forward Estimates (FE) FY 2027-2029	Submission of 2027 Budget Proposal and												-	
- Consultative workshop w/ CENROs, PENROs and Regional Office	Forward Estimate FY 2027 - 2029 to Regional Office (no.)		1				1	1				1	-	
District 2														
● Submission of FY 2027 Work and Financial Plan	CY 2027 WFP reviewed and submitted(no.)					1	1						(1)	
- PENRO/Sectoral Consultation														
- Pre-reprogramming Workshop														
- National Reprogramming Workshop														
- WFP Review and Finalization														
PENRO (4th)														
District 2														
2. MONITORING & EVALUATION OF ACCOMPLISHMENTS														
Enhanced monitoring of PENRO and CENRO accomplishment by the RO	PENROs and Divisions monitored (no.)		1	1	1	1	4	1				1	(3)	
	CENRO monitored (no.)												-	
● Preparation and submission of consolidated quarterly report	Report submitted (no.)		1	1	1	1	4	1				1	(3)	
● Implementation of IRISE Assessment and EAGLE (Environmental Awards for Governance and Leadership Excellence)	Assistance to IRISE Validation with report submitted (no.)			1			1						(1)	
3. Attendance to Training	100% Workshop/Meetings attended (no.) with report submitted		1	1	1	1	4	1				1	(3)	
***To include other Statistical Activities	7 working days after attendance in local												-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
	meetings/workshops													
4. Hiring of Planning Support staff (CENRO Level)	Planning Support Staff hired (no.)		3	3	3	3	3	3	3			3	-	
5. Hiring of PENRO Planning Assistant	PENRO Planning Assistant hired (no.)		1	1	1	1	1	1	1			1	-	
6. Executive Committee Meeting	Executive Committee Meeting coordinated/facilitated (no.)		1	1	1	1	4	1				1	(3)	
Natural Resources management arrangement/agreement and permit issuance														
I. Permit Issuance and Monitoring of Forest and Forest Resources Use														
1. Compliance Monitoring of tenure or permit holders (existing)	100 % tenure holders monitored in compliance to terms and conditions of the Agreement and forestry laws, rules and regulations			2	1		3						(3)	
a. CBFMA														
b. IFMA, SIFMA, FLGLA, FLAG, SLUP	100 % tenure holders monitored in compliance to terms and conditions of the Agreement and forestry laws, rules and regulations		3	9	9	2	23	3				3	(20)	
4. Performance Evaluation of Expiring within Five (5) Years Tenured Areas	100% of tenurial instruments targeted for PE evaluated with categorical recommendations and report submitted (no.)			2	2		4						(4)	
-extent of area covered by TI evaluated;														
-extent of area evaluated Indicated in GIS maps prepared with geo-tagged photos														
-Pertinent documents reviewed and evaluated;														
-Performance Evaluation report with categorical recommendation endorsed to PENRO														
-Performance Evaluation report reviewed/evaluated with categorical recommendation and endorsed to RO.														
-Performance Evaluation report reviewed/evaluated with categorical recommendation and endorsed to CO.														
II. Implementation of Forest Protection Program														
Menu of Activities and strategies														
• Menu 2.4														
b. Maintenance of constructed Ranger Station, ENR Information Center look-out tower, Storage Facilities and monitoring stations	Ranger Station with look-out tower, Storage Facilities and monitoring stations maintained (no.)			4	2		6						(6)	

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MENU 6														
	Consistent apprehension, & mandatory administrative adjudication and confiscation of undocumented forest products and including conveyances and other implements													
	• Menu 6.1													
	Apprehension of undocumented forest products including NTFPs, vehicles, equipment and other implements thru proper channels	volume (bd.ft.) of apprehended undocumented forest products including NTFPs with incidence reports submitted to FMB		1,000		1,000	2,000						(2,000)	
	• Menu 6.2													
	Hauling of apprehended forest products and vehicles/implements to CENR Office or any nearest Government Office	volume (bd ft) of the apprehended forest products hauled to CENR Office or any nearest Government Office with incidence report submitted to OUFO cc FMB		1,000		1,000	2000						(2,000)	
	• Menu 6.4													
	Immediate administrative and adjudication proceedings of apprehended forest products including conveyances, tools and implements	administrative adjudication proceedings report carried out within the prescription period (no.)			1	1	2						(2)	
MENU 7														
	Provision of institutional support in investigation, filing of information and/or criminal complaints and prosecution of forestry cases													
	• Menu 7.2													
	Hiring of Legal Officers	Legal officers hired (no.)	2	2	2	2	2	2				2	-	
MENU 10														
	Sustainable implementation of the Lawin Forest and Biodiversity Protection System													
	a. Hiring of Forest Protection Officer (FPOs)	Forest protection officer hired (no.)	4	4	4	4	4	4				4	-	
	c. Conduct of Lawin Patrolling within Forest Conservation Areas (FCAs)	Distance patrolled (km)	314	316	316	314	1,260	350.360				350.360	(910)	
	LAWIN 29 Teams	PENRO Cotabato: 10 Teams CENRO Midsayap : 4 teams CENRO Matalam : 6 teams												
		Reports submitted with at least 75% of the observed threats had actions taken (no)	3	3	3	3	12	3				3	(9)	
		Quarterly patrol plan endorsed to FMB	1	1	1	1	4	1				4	(4)	
	PROTECTED AREAS WILDLIFE, COASTAL & MARINE RES. ENFORCEMENT OF PA WILDLIFE & CAVE													
	1. Processing/Issuance and Monitoring of CITES permits and other wildlife permits/certificates													
	a. Processing/Issuance of Permits	Wildlife permit applications acted upon within the number of days as prescribed by the law (no)		2	3		5						(5)	
		LTP: 1-2 days -CWR: 7 days -WFP: 24 days												


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b. Compliance monitoring of CWR target setting for CWR should be all the active cwr holders per province ; same is true with WFP; budget would be 4000 times number of CWR/WFP	100% of the holders of Certificate of Wildlife Registration (CWR) in the Region monitored relative to their compliance with the terms and conditions of the wildlife permit		1	2	4	1	8	1				1	(7)	
Wildlife Farm Permit (WFP)	100% of the holders of wildlife Farm Permit (WFP)		1	1	1	1	1	1				1	-	
9. Revenues Generated (Php)														
a) Forestry			125,000	2,625,000	125,000	125,000	3,000,000	337,388.00				337,388.00	(2,662,612)	
b) Lands							-						-	
b.3 Others (certification, filing, inspection fees)			27,500	27,500	27,500	27,500	110,000	27,404				27,404.00	(82,596)	
c) Biodiversity			250	500	500	250	1,500	3,900				3,900.00	2,400	
Miscellaneous Income (Hostel/Penalties/etc)													-	
3. Deputation and mobilization of WEO please coordinate with ED which is better if this si done per sem semester or just one sem preferably second ;ask recommendation from M and E	WEOs deputized(no.)		54				54	55				55	1	
	WEO mobilized with monthly report (no.)		3	3	3	3	12	3				3	(9)	
NATURAL RESOURCES CONSERVATION & DEV.														
Protected Areas/Caves & Wetlands Development														
I. Management of Protected Areas														
II. For Proclaimed and Legislated PAs														
1. Completion of Demarcation of Boundary of Legislated PAs														
2. Biodiversity Monitoring System (BMS)	BMS transects monitored semi-annual (no.)			2		2	2						(2)	
5. PAMB Operationalization														
b. Survey and Registration of PA Occupants Legal basis: DAO 2013-20 (updating)	No. of barangays within the PA 100% survey (4 brgys) out of 22 brgys LANBA					5	5						(5)	
PHASE 1:														
Capacitated on the conduct of SRPAO collation														
PHASE 2:														
3. Coordination and Consultation interview of HH head, visitation and verification proofs of occupancy of survey data														
Resolution migrants and certificate of Recognition ancestral Domain areas inside the PA (every 6 months per Rule 23.1 of RA 11038)														


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													-	
11.5	hiring of ENR Extension Officers		7	7	7	7	7	7					7	-
13.	Ecotourism Program and Impact Monitoring												-	
a.4	Information Center				1		1						(1)	
a.5	Monitoring Station				2		2						(2)	
III.	Conservation of Inland Wetland												-	
2.	Preparation of Wetland Management Plan					1	1						(1)	
WILDLIFE RESOURCES CONSERVATION AND DEV'T. PROGRAM														
I.	Protection and Conservation of Wildlife												-	
1.1	Population and habitat monitoring and protection of priority threatened species												-	
a.	Philippine Eagle				2		2	4					(4)	
	<i>Population status and updated</i>												-	
	<i>Population status and updated species distribution map</i>												-	
f.	Bats (Flying Foxes)				2		2	4					(4)	
	<i>updated Population status in each roosting sites with species distribution map</i>												-	
d.	Migratory Bird		2				2		2			2	-	
	<i>Asian Waterbird Census (AWC) Annual waterbird count</i>												-	
FOREST & WATERSHED MANAGEMENT SUB-PROGRAM														
ENHANCED - NATIONAL GREENING PROGRAM ECOSYSTEM MANAGEMENT SERVICE														
4.	Maintenance and Protection												-	
	<i>SUMMARY</i>												-	
2nd Year	Area maintained and protected (ha)		170	170	170	170	170						(170)	
	<i>ring weeding</i>												-	
	<i>patrol work</i>												-	
	<i>establishment of firelines</i>												-	
	<i>replanting</i>												-	

P / A / P Code	Performance Indicators	UACS CODE	FY 2026 Physical Targets					FY 2026 Physical Accomplishments					VARIANCE	Remarks
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
	Linkages of Digital Public Land Application LAMS DCDB												-	
	Covers hiring of additional manpower per office to: allocation book within 1 year;												-	
	2. Linking of Digital Public Land Application Database (DPDB) in CENROs and PENROs to LAMS DCDB												-	
	Hiring of Encoder (18k/month)		3	3	3	3	3	3	3			3	-	
	survey records of the Region. Internet connection should be available and stable in all offices. CENRO will target at least 2-3 municipalities. Correspondingly, PENRO will target all municipalities as targeted by CENROs;												-	
	3. Scanning and encoding of new PLAs within LAMS PLA; and												-	
	4. For CENROs with no Internet Service Providers (ISPs), items 1 and 3 should be prioritized first for target municipality and the linking of PLA (in item shall be done at the PENRO (CENRO to deploy its personnel to PENRO)												-	
	Supplies procured (no.)		3				3	3	3			3	-	
	7. Land Records Maintenance				3		3				3		(3)	

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