

agency_abbrev	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: - public : info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
DENR	Department of Environment and Natural Resources	Memorandum Orders	Embody directives, rules, regulations, orders and/or instructions which establish new policies or implement existing laws and orders. They are regulatory in nature, permanent and mandatory in character, and of general application. It can grant certain authority, enforce or implement certain laws or order an action.	PDF	Yes	http://www.denr.gov.ph	Public	DENR	DENR-Records Management Division		Annually
DENR	Department of Environment and Natural Resources	Administrative Orders	Provide for the organization of bureaus and offices, as well as, those that are promulgated, pursuant to existing laws, to supplement the provision thereof, by spelling out details of procedures, manner of enforcement, etc. not otherwise provided in the law. They operate as effectively as the basic law itself upon private persons and entities. Usually, the subjects require more force, and are therefore contained in the Administrative Order.	PDF	Yes	http://www.denr.gov.ph	Public	DENR	DENR-Records Management Division		Annually

DENR	Department of Environment and Natural Resources	Office Circulars (includes Memo Circulars)	Contain administrative instructions which are directory, advisory or informative in nature, or more or less permanent in duration and requiring compliance by personnel of the issuing agency. They usually cover such subjects as internal delegations of authority, standard operating procedures, personnel conduct and related matters. They may also contain implementing instructions or regulations, orders, circulars, etc. from other line agencies applicable to or requiring compliance by the employees of the issuing office.	PDF	Yes	http://www.denr.gov.ph	Public	DENR	DENR-Records Management Division	Annually
DENR	Department of Environment and Natural Resources	DENR Citizen's Charter	To promote transparency in the DENR with regard to the manner of transacting with the public through the simplification of frontline service procedures, formulation of service standards for every transaction, and making these known to the customer	PDF	Yes	http://www.denr.gov.ph	Public	DENR	DENR-Office of the Assistant Secretary for Anti-Corruption	Annually
DENR	Department of Environment and Natural Resources	Special Orders	Direct assignments and other matters affecting the status of personnel which may include: detail, designation, commendation, supervision, reinstatement, demotion, creation of committees of temporary nature and other allied matters and those that direct their undertaking of special assignment or missions for a definite period.	PDF	No	server2.denr.gov.ph	For agency releases only	DENR	DENR-Records Management Division	Daily

DENR	Department of Environment and Natural Resources	Memorandum	A brief, straight-forward message to Supervisors or Subordinates regarding directions or exchange of essential information, for inter-office circulation.	PDF	No	server2.denr.gov.ph	For agency releases only	DENR	DENR-Records Management Division		Daily
DENR	Department of Environment and Natural Resources	Manual	Manuals deal with systems or procedures that have been studied and are proposed for wider use by the different units of the department. Generally, these are "how-to" manuscripts for general circulation.	PDF	Yes	http://www.denr.gov.ph	Public	DENR	DENR-Records Management Division		Annually
DENR	Department of Environment and Natural Resources	Indorsements	These are usually messages covering communication needing action. Since the document passes through several officials, the addressed official with no amendments to the original communication can just initial on the indorsement. In case of amendments, only then shall the concerned official make another covering indorsement.	PDF	Yes	http://www.ais.denr.gov.ph	For agency releases only	DENR	DENR-Records Management Division	2016/01/01	Daily
DENR	Department of Environment and Natural Resources	Correspondence	Letters, Communication sent, for information purposes, to external clients regarding various subjects needing action or confirmation.	PDF	Yes	http://www.ais.denr.gov.ph	For agency releases only	DENR	DENR-Records Management Division	2016/01/01	Daily

DENR	Department of Environment and Natural Resources	Environmental Management System (EMS) Manual /Policy Statements/other documented information	Documented Information and Guidelines on the Validation of the ISO 14001:2015 Environmental Management System (QMS) Certification or ISO-Aligned QMS Documents as a Requirement for the Grant of the FY 2016 Performance-Based Bonus (PBS)	PDF	Yes	http://www.denr.gov.ph	Public	DENR	DENR-Records Management Division	2015/07/15	Annually
DENR	Department of Environment and Natural Resources	Quality Management System (QMS) Manual	Documented Information and Guidelines on the Validation of the ISO 9001:2015 Quality Management System (QMS) Certification or ISO-Aligned QMS Documents as a Requirement for the Grant of the FY 2016 Performance-Based Bonus (PBS)	PDF	Yes	http://www.denr.gov.ph	Public	DENR	DENR-Records Management Division	2016/12/15	Every three (3) years