



FMB MEMORANDUM CIRCULAR
NO. 2022- 01

18 MAR 2022

**SUBJECT : GUIDELINES ON THE USE OF FOREST
MANAGEMENT BUREAU (FMB) OFFICIAL EMAIL
SERVICE ADDRESS**

Pursuant to Republic Act (RA) No. No. 6713 series of 1989 or the Code of Conduct and Ethical Standards for Public Officials and Employees, RA No. 9485 series of 2007 or the Anti-Red Tape Act, RA 10173 series of 2012 or the Data Privacy Act, RA 11032 series of 2018 or the Ease of Doing Business and Efficient Government Service Delivery Act, and to promote good governance and public trust, streamline the existing media of communication, promote a sense of identity, and facilitate a culture of collaboration, the following guidelines for the institutionalization of FMB Official Email Service Address (*@fmb.denr.gov.ph*) is hereby issued and promulgated.

SECTION 1. Basic Policy. It is the policy of the State to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices and measures in promoting transparency in the government with regard to the manner of transacting with the general public.

SECTION 2. Objectives. This Circular aims to institutionalize the use of the official email service address of the Bureau.

SECTION 3. FMB Official Email Service Address. The FMB Official Email Service Address (*@fmb.denr.gov.ph*) is hereby adopted and shall be used as the official email service address for online communication and other related transactions of the Bureau.

3.1. Administrator. The Forest Policy, Planning and Knowledge Management Division- Knowledge Information Systems Section (FPPKMD-KISS) shall serve as the administrator of the FMB Official Email Service Address.

FPPKMD-KISS shall be in charge of all management of administrative actions and maintenance of the email service. Moreover, FPPKMD-KISS shall be the authorized office for the creation and deactivation of accounts, and updating of user/group profiles.

Troubleshooting and other technical concerns relative to the email service shall likewise be addressed by the FPPKMD-KISS.

3.2. Assignment of Accounts. All Divisions, Sections, Units, and authorized permanent employees of this Bureau shall be assigned with a *@fmb.denr.gov.ph* account which can be accessed through any computer internet browser with an internet connection. Account holders or the users of the email service address are responsible and liable for the use of the email address consistent with the provisions under Section 4 herein.

The @fmb.denr.gov.ph accounts assigned will adhere to the following naming conventions:

Email Type	Naming Convention	Example
Division	<division acronym>@fmb.denr.gov.ph	fppkmd@fmb.denr.gov.ph
Section	<Division acronym>.”<Section acronym>@fmb.denr.gov.ph	fppkmd.kiss@fmb.denr.gov.ph
Unit	<name of unit>@fmb.denr.gov.ph	records@fmb.denr.gov.ph
Employee	<first letter of given name/s><last_name>@fmb.d enr.gov.ph	mrabano@fmb.denr.gov.ph

3.3 Registration. Registration of email accounts of the Divisions, Sections, Units and authorized permanent employees shall be facilitated by the FPPKMD-KISS as the Administrator. Moreover, the Administrator shall provide the instructions to all account holders on how to access the e-mail account. A copy of this Circular shall be provided to all account holders to ensure awareness of the policies governing the use of the said service.

3.4 Email Signature. All accounts shall bear the standard email signature using the prescribed format of the email signature.

3.4.1 Authorized FMB Personnel



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“DISCLAIMER: This email is intended only for the person(s) named in the message header. Unless otherwise indicated, it contains information that is confidential, privileged and/or exempt from disclosure under applicable law. If you have received this message in error, please notify the sender of the error and delete the message. Furthermore, views and opinions expressed herein are those of the sender and do not necessarily reflect the views of the Forest Management Bureau.”

3.4.2 Office, Division, Section and Unit



Forest Policy, Planning and Knowledge Management Division

Forest Management Bureau
Phone : (63-2) 8925-9796
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3.4.3 All FMB offices and units **with frontline services** shall also bear the following statement in their email signature in compliance to the requirement of Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018":

“As one of our valued clients, we are counting on you to let us know what you think of our services. We would like to request for your time to complete our online Client Satisfaction Survey. Please help us evaluate your overall experience by completing this survey questionnaire: bit.ly/FMBSatisfactionSurvey

This survey is extremely important to us in our service quality improvement program. Thank you for your participation in this survey. We are glad to be of service to you.”

SECTION 4. Acceptable and Prohibited Use of @fmb.denr.gov.ph accounts. The account holders shall act professionally when using the FMB official email service address and shall be bound by the provisions of the Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713).

4.1 Use. The use of the @fmb.denr.gov.ph account assigned to each authorized FMB permanent employee is hereby prescribed for all online official communications. All official communications shall be copy furnished with their respective unit, sections and divisions email accounts.

4.2 Professional Discretion. Considering that all communications through the @fmb.denr.gov.ph email account are treated as official representations, the exercise of utmost professional discretion is required, especially when sending out to external parties.

The content of all such communications shall meet the appropriate standard in terms of form such as language, spelling, grammar, punctuation, presentation, as well as substance.

4.3 Protection Against Liability.

4.3.1 Appropriate discretion shall be applied at all times in terms of representations, claims, and disclosures made through the @fmb.denr.gov.ph email account.

4.3.2 The inclusion of the following disclaimer in the signature line of all communications sent through the email service is required:

“DISCLAIMER: This email is intended only for the person(s) named in the message header. Unless otherwise indicated, it contains information that is confidential, privileged and/or exempt from disclosure under applicable law. If you have received this message in error, please notify the sender of the error and delete the message. Furthermore, views and opinions expressed herein are those of the sender and do not necessarily reflect the views of the Forest Management Bureau.”

4.4 Protection Against Liability. The following actions/use of the official FMB email address shall be prohibited:

- 4.4.1 Transmission and storage of offensive, disruptive, discriminatory, pornographic, profane, abusive, libelous, derogatory, illegal, and other similar material unbecoming of a public servant;
- 4.4.2 Usage of the official email accounts in connection with any commercial, religious, social, political, and personal interests;
- 4.4.3 Usage of the official email accounts to access illegal content or to access contents with copyrighted information in a manner that violates the law;
- 4.4.4 Introduction of any form of malware that may disrupt, damage, or cause unauthorized access to information, records, and other electronic systems of the Bureau; and
- 4.4.5 Disclosing personal and sensitive personal information.

4.3 Reasonable Allowable Personal Use. Reasonable use of the *@fmb.denr.gov.ph* email account for personal electronic correspondence is acceptable as long as the same is used in performance of official duties and responsibilities. Strict professional discretion is prescribed at all times.

SECTION 5. Monitoring of Accounts. All Division, Section, and Unit Heads shall monitor the compliance of their respective office and authorized permanent employee on the use of the official email service addresses pursuant to Section 4 herein.

All data, information, and communication sent, received, or archived in the *@fmb.denr.gov.ph* belong to the Forest Management Bureau. All messages or files sent through the *@fmb.denr.gov.ph* may be accessed by the employee's Division/Section/Unit Head and Administrator.

SECTION 6. Suspension and Termination of Accounts. When account holders are transferred to other DENR/government offices or resigned/separated from the service, or with prolonged leave of absence, the FMB Human Resource (HR) Unit shall inform the Administrator, through writing, for the suspension of the email accounts or otherwise prevent unauthorized access of the email service account.

Likewise, the privacy of all account holders shall be respected unless otherwise alleged violations have been reported by the Division/Section/Unit Head to the HR Unit, in which case shall be subjected to investigation. The Head of Agency through the HR Unit shall lead the investigation. The HR Unit shall inform the account holder and the Administrator, immediately, regarding the alleged violations and the suspension of email service address. Any account holder found guilty of violating the provisions herein, intentional or otherwise, shall be subjected to account termination and applicable administrative sanctions, pursuant to the existing Civil Service Commission's (CSC) prescribed Uniform Rules on Administrative Cases in the Civil Service.

SECTION 7. Transitory Provision. Upon the issuance of the official email service address, the Administrator shall facilitate the auto-forwarding of incoming mails from the existing email addresses to the official email service address provided by the Bureau.

All Division/Section/Unit and authorized permanent employees shall inform all clients of the FMB official email service address through the following auto-reply email:

“You have reached the previous email of the (Name of Division/Section/Unit/Employee) of the Forest Management Bureau. To promote good governance and ensure public trust in all outgoing and online communications, this address shall no longer be used for any official communication. Kindly redirect your message and address all your concerns to the new official email address of this Office (Name of Division/Section/Unit/Employee@fmb.denr.gov.ph).”

SECTION 8. Publication. The Administrator shall publish a public notice and facilitate the updating of official email service addresses on FMB website’s directory of officials pursuant to RA 9485.

SECTION 8. Effectivity. This Circular shall take effect immediately, and shall remain in force and in effect until such time that the Circular will be rescinded or amended.


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