



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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## NOTICE OF MEETING

**TO :** **The Assistant Secretary for Finance, Information Systems and Mining Concerns**

**The Director, Financial Management and Services**

**The Regional Directors/  
Assistant Regional Directors for Management Services  
NCR, CAR and Region 1-13**

**The Staff Bureau Directors/ Assistant Directors  
BMB, ERDB, FMB and LMB**

**The Division Chief/Section Chiefs/Representative**

**- Regional Offices:**

Finance Division  
Accounting/ Budget/ Cashier and Property

**- PENRO Offices:**

Management Services Division  
Accounting/ Budget/ Cashier and Property

**- Staff Bureaus:**

Accounting, Budget, Cashier and Property

**- Central Office:**

Management Division, Budget Division, Accounting Division,  
Property and Supply Management Division and Cashier Unit

**FROM :** **The Undersecretary**  
Undersecretary for Finance, Information Systems and Climate Change

**DATE :** October 28 – 29, 2020 (Wednesday and Thursday)


**TIME :** 09:00 AM onward

**VENUE :** Google Meet  
(Meeting ID: to be emailed to your respective office emails)

**AGENDA :** 1. Audit Findings and Recommendations for FY 2019 and Prior Years  
a) Compliance Audit  
b) Financial Audit  
2. Other Matters

**RESOURCE SPEAKER:** **Ms. Marites A. Odtojan,**  
Supervising Auditor, DENR 1 Audit Group

Your attendance is highly appreciated

  
**ATTY. ANALIZA REBUELTA-TEH, CESO I,**

**Financial and Management Service  
Calendar of Activities**

4th Quarter of 2020 and 1st Quarter of 2021  
Accounting Division

Date	Activities	Participants	No. of Google Link	Participants	Legal Basis	Remarks
<b>Training and Learning Events</b>						
October 28-29, 2020 (in coordination with COA Resident Auditor)	Meeting/Discussion on the Issues/Concerns for the Audit Findings on CAAR for FY2019	<b>Resource Speaker:</b> Marites A. Odtojan, Supervising Auditor, DENR 1 Audit Group Undersecretary for Finance, Information Systems and Climate Change Assistant Secretary for Finance, Information Systems and Mining Concerns 1) Director, Financial and Management Service 2) Regional Directors 2) Assistant Regional Director for Management Services (16 Regions) 3) Regional Offices: Chief, Finance Division Regional Accountant, Budget Officer, Cashier & Property Custodians 4) PENRO Offices: Chief, Management Services Division (PENRO) PENRO Accountant, Budget Officer, Cashier & Property Unit 5) Staff Bureaus: (FMB, LMB, ERDB & BMB) Bureau Director/Assistant Director Accountants & Budget Officer Concerned Staff (Cashier & Property Unit) 6) Central Office - Management Division Chief, Management Division & Concerned Staff 7) Central Office - Budget Division Chief, Budget Division & Concerned Staff 8) Central Office - Accounting Division Department Chief Accountant & Concerned Staff 9) Central Office - Procurement and Division Chief, Property and Supply Management Division Concerned Staff (Property)	5 1 1 1 16 16 16 16 16 16 77 77 4 4 4 2 2 2 2 1 1	5 1 1 1 16 16 16 64 77 308 4 8 8 2 2 2 2 1 1	<b>COA Findings for FY 2019 and Prior Years</b>	<b>Focal:</b> 1) Acctg Div. 2) Mngt. Div. (Estimated Participants 533 employees)
			246	533		

Note: Google meet limitaion (250)