



Republic of the Philippines
Department of Environment and Natural Resources
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February 17, 2021

MEMORANDUM

FOR/TO : Undersecretary for Policy, Planning and International Affairs
Assistant Secretary for Finance and Mining Concerns
Assistant Secretary for Policy and Planning and FASP and FMB
Director in Concurrent Capacity
Head Executive Assistant
All Bureau Directors
Heads of Attached Agencies (NAMRIA, NWRB, PCSDS)
Director, Administrative Service
Director, Climate Change Service
Director, Financial and Management Service
Director, Human Resource Development Service
Director, Knowledge and Information Systems Service
Director, Policy and Planning Service
Director, Strategies Communications and Initiatives Service
Director, Foreign Assisted and Special Projects Service
Director, Legal Service
Deputy Executive Director, Manila Bay Coordinating Office
Members of the FDU Technical Working Group

FROM : The Undersecretary
Finance, Information Systems and Climate Change

SUBJECT : Full-Time Delivery Unit (FDU) Meeting

Please be informed that the 3rd meeting of the Full-Time Delivery Unit for this year will be on **March 5, 2021, 9:00 AM** at the Biodiversity Management Bureau Training Center, Ninoy Aquino Parks and Wildlife Nature Center, Diliman, Quezon City.

Please find attached program and agenda for the said meeting. To ensure that we are following COVID 19 protocols, the following officials are hereby requested to attend the meeting face to face:

- 1) Assistant Secretary for Policy and Planning and Foreign Assisted Projects and FMB Director in Concurrent Capacity;
- 2) Assistant Secretary for Finance, Information Systems and Mining Concerns;
- 3) Directors of FASPs, PPS and FMS; and
- 4) Division Chiefs of FMS.

Other participants are requested to attend via zoom. The link for the meeting shall be sent to you prior to the conduct of the meeting.

All participants are required to accomplish and submit the online pre-registration form on or before **25 February 2021** thru this link: bit.ly/Pre3rdFDUMeeting. The attendance ZOOM link, meeting ID, and passcode will be sent thru the email of the participants who successfully submitted the accomplished online pre-registration form.

The Director of FMS is hereby instructed to coordinate with concerned offices regarding their report and presentation for the meeting.

Your attendance to the said meeting is hereby enjoined.


ATTY. ANALIZA REBUELTA TEH

3rd FULL-TIME DELIVERY UNIT MEETING
March 5, 2021 (Friday), 9:00 AM
BMB Training Center, Ninoy Aquino Parks and Wildlife Nature Center, Diliman,
Quezon City

AGENDA	To be presented by
1. Matters arising from the agreements of the previous meeting	Evelyn G. Nillosan
2. Status of Balances of Funds for FY 2021 > By Office > By Major Programs	Dir. Wilfredo J. Obien
3. Status of "For Later Release" of Funds for 2021 for Central Office, Bureaus, and Attached Agencies	Maybell Mangubos
4. Status of Procurement Activities for 2021	Gilbert Mondroy
5. Status of submission of 2021 WFPs for Central Office Based Funds	Lariza Ramos
6. Updates on Monitoring of Fund Utilization for the Major Key Programs > NGP > Monitoring of Procurement > Manila Bay > Forest Protection > Protected Area > Rapid Land-Use Tenure Assessment (RLTA) > Coastal and Marine > Clean Air > Clean Water > Solid Waste Management > MGB	Budget Division Lilia Sarroca Gilbert Castro Christina Zabala Evelyn Nillosan Maybell Mangubos Andrea Prieto Caroline Mahusay Elvira Samillano and Anna Regina Vega Lea Marie Fajardo
7. Planning Guidelines (using the Full-Time Delivery Unit (FDU) Monitoring Tool	Genesis Bauzon
8. Agreements/Next Steps	Usec. Anna Teh
9. Other Matters	