



MEMORANDUM

TO : ALL DENR REGIONAL EXECUTIVE DIRECTORS
BUREAU DIRECTORS
Environmental Management Bureau
Forest Management Bureau
Land Management Bureau

FROM : THE UNDERSECRETARY
Field Operations and Environment

SUBJECT : **DENR PTWG AGREEMENTS RE: PROPOSED DMC RE: SOCIAL MEDIA GUIDELINES FOR DENR REGIONAL OFFICES, STAFF BUREAUS AND ATTACHED AGENCIES**

DATE : **MAR 29 2021**

This refers to the letter of Agreements during the Policy Technical Working Group (PTWG) Meeting held last March 22, 2021 regarding the proposed DMC regarding Social Media Guidelines for DENR Regional Offices, Staff Bureau and Attached Agencies.

Please find below the recommendations of the members of the PTWG for your appropriate action:

1. Designate a single Official Facebook Account in every DENR Regional Office;
2. To include Line Bureaus (EMB and MGB) because of the Unity of Command especially in the Regions wherein EMB RDs and MGB RDs are also under the jurisdiction of the DENR Regional Executive Directors;
3. Include Objectives of using Social Media and its connection with the Freedom of Information Bill and Hotline 8888; and
4. Specify the Roles and Responsibilities of the person-in-charge of the social media account and their designation in the Office.

Relative to this, you are hereby instructed to review the present Social Media set-ups of your respective Offices response to the proposed recommendations.

For consideration.


ATTY. JUAN MIGUEL T. CUNA, CESO I

c.c.

OUPPIA-PPSB-PSD

OULAHRLA



M. Timz =

*please draft appropriate
 refer documents. thank you.*

March 3/21

Name of Activity : DENR Policy Technical Working Group Meeting
Date of Activity : March 22, 2021, 9:30 am.- 2:30 p.m.
Venue /Platform : Google Meet
Organizer(s) : DENR Policy and Planning Service
Attendees : Please see attached the Notice of Meeting

Meeting Highlights

1. The meeting was chaired by Ms. Melinda Capistrano, Chief of the DENR PPS.
2. Ms. Capistrano recognized the attendees of the meeting and presented the meeting objectives.
3. Three proposed policies were presented (1) Region 4B's Draft DAO on the Reconfiguration of the Administrative Jurisdiction of the CENROs in the Province of Oriental Mindoro; (2) Draft DMC re : Guidelines on the Utilization of the Legal Defense Fund and the Creation of the Legal Defense Fund Claims Board in the Department and its Regional Offices; and (3) Draft DMC re: Social Media Guidelines for DENR Regional Offices, Staff Bureau and Attached Agencies
4. Issues and concerns that were presented during the meeting were as follows:

Issues and Concerns	Agreement(s)/Guidance
1. On the proposed policy of <u>Region 4B's Draft DAO on the Reconfiguration of the Administrative Jurisdiction of the CENROs in the Province of Oriental Mindoro</u>	<ul style="list-style-type: none"> - Include in the justification client convenience - The rational plan that dissolved the previous offices - Timelines of the PENROs on the transfer of the jurisdiction, fund and human power complement
2. On the Draft DMC re : Guidelines on the Utilization of the Legal Defense Fund and the Creation of the Legal Defense Fund Claims Board in <u>the Department and its Regional Offices</u>	<ul style="list-style-type: none"> - Include technical office in the members of the committee (ex : Asec for Field Operations) - Include line bureaus such as Directors only for their specific personnel requesting for fund assistance

please draft memo to MIMTA informing them of this agreement.

please draft 2-21 doc. thank you.

3. Draft DMC re: Social Media Guidelines for DENR Regional Offices, Staff Bureau and Attached Agencies

- Include the line bureaus
- Include FOI and add objectives
- Separate designation and roles and responsibilities

Please drop memo to all parties on this memo. Thank you.

5. With no other matters to be discussed the meeting adjourned at around 3:00 p.m.

Date Submitted: March 22, 2021

Submitted by:



MARIA CRISTINA A. FRANCISCO
Supervising Environmental Management Specialist