



Republic of the Philippines  
**Department of Environment and Natural Resources**

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**NOTICE OF MEETING**

FOR/TO :

The Undersecretary for Legal, Administration, Human Resources and Legal Affairs  
The Assistant Secretary for Policy and Planning and FASP and FMB Director in Concurrent Capacity  
The Assistant Secretary for Finance, Information Systems and Mining Concerns  
The Assistant Secretary for Administration and Human Resources  
Head, Executive Assistant  
The Regional Executive Directors/Assistant Regional Directors for Management Service  
NCR, CAR and Region 1 - 13  
The Staff Bureau Directors/Assistant Directors  
BMB, ERDB, FMB and LMB  
The Division Chief/Section Chief/Representative  
- Regional Offices:  
Finance Division  
Accounting/Budget/Cashier and Property  
- PENRO Offices:  
Management Service Division  
Accounting, Budget, Cashier and Property  
- Staff Bureaus:  
Accounting, Budget, Cashier and Property  
All Bureau Directors and Bureau Accountants  
ERDB, EMB, FMB and LMB  
Director, Administrative Service  
Chief, General Services Division  
Chief, Property and Supply Management Division  
Chief, Cashier Section  
Director, Climate Change Service/Representative  
Director, Financial and Management Service  
Chief, Accounting Division  
Chief, Budget Division  
Chief, Management Division  
Director, Foreign Assisted and Special Projects Service (FASPS)/Representative  
Director Human Resource Development Service/Representative  
Director, Internal Audit Service/Representative  
Director, Knowledge and Information Systems Service/Representative  
Director, Legal Affairs Service/Representative  
Director, Policy and Planning Service/Representative  
Director, Strategic Communications and Initiatives Service/Representative  
Deputy Executive Director, Manila Bay Coordinating Office (MBCO)/Representative

Executive Director, Environmental Protection and Enforcement  
Task Force (EPETF)/Representative  
Executive Director, River Basin Control Office  
(RBCO)/Representative  
Secretariat Executive Director, National Solid Waste  
Management Commission (NSWMC)/Representative  
Executive Director, Pasig River Coordinating and Management  
Office (PRCMO)/Representative

FROM : The Undersecretary  
Finance, Information Systems and Climate Change

DATE : **May 25 - 26, 2021 (Tuesday and Wednesday)**

TIME : 08:30 AM onward


AGENDA :

1. Exit Conference of CY 2020 Consolidated Annual Audit Report (CAAR)
2. Other Matters

**RESOURCE SPEAKER: MS. MARITES A. ODTOJAN**  
Supervising Auditor, DENR 1 Audit Group

All participants are required to accomplish and submit the online pre-registration form on or before **May 21, 2021** thru this link: <http://bit.ly/ExitConCAAR2020>. The attendance Zoom link, meeting ID, and passcode will be sent thru the email of the participants who successfully accomplished the online pre-registration form.

Your attendance is hereby appreciated.

  
**ATTY. ANALIZA REBUELTA-TEH**  
