



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM FROM THE SECRETARY

TO : Concerned USECs and ASEC
Concerned Service Directors
All Bureau Directors
All Heads of Attached Agencies
Executive Directors, MBCO and RBCO

SUBJECT : **LEGACY BOOK DEVELOPMENT PROJECT**

DATE : June 10, 2021

The Department of Environment and Natural Resources intends to release a Coffee Table-type Book (CTB) showcasing the achievements of the Department during the administration of President Rodrigo Roa Duterte for dissemination to the public, with Climate Change as the centerpiece.

The target date of completion of the CTB is by March 2022, in time for its distribution during the Earth Day Celebration in April 2022, or about ten (10) months preparation starting June 2021.

To ensure compliance to set standards and generate a quality output, an Organizational Committee is hereby created composed of the following:

A. Steering Committee:

Undersecretary for Policy, Planning and International Affairs - Chair
Undersecretary for Finance, Information Systems and Climate Change - Co-Chair

Responsibility: To set directions and provide guidance in the preparation of the Coffee Table Book

B. Technical Working Group: Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects
Director, Policy and Planning Service
Director, Foreign-Assisted and Special Projects Service
Director, Climate Change Service
Director, Strategic Communications and Initiatives Service
Director, Human Resource Development Service
All Bureau Directors
All Heads of Attached Agencies
Executive Directors, MBCO and RBCO

Responsibilities:

1. Prepare the draft Outline of the various topics to be included in the Book
2. Provide inputs/data and information relevant to the topics identified. These will include narrative reports, graphs, charts, tables, etc., including high-resolution photographs and videos to clearly illustrate the accomplishments
3. Assist in the editing and vetting of the data contained in the Draft Coffee Table Book

C. Over-all Coordinators: Policy and Planning Service
Foreign-Assisted and Special Projects Service
Climate Change Service

Responsibilities:

1. Document the highlights of meetings of the Organizational Committee
2. Coordinate with the offices concerned as to the technical and administrative requirements in the drafting, and publication of the Book
3. Prepare the necessary documents (i.e. PR, SPPMP, etc.) for the procurement of consultant/contractor, with the assistance of FASPS.
4. Be in-charge of the distribution of the book to the targeted beneficiaries.

For your guidance.



ROY A. CIMATU

