



Republic of the Philippines
Department of Environment and Natural Resources
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July 30, 2021

MEMORANDUM

FOR/TO : Undersecretary for Policy, Planning and International Affairs
Assistant Secretary for Finance, Information Systems and Mining
Concerns
Assistant Secretary for Policy and Planning and FASP and FMB
Director in Concurrent Capacity
Head Executive Assistant
All Bureau Directors (BMB, ERDB, EMB, FMB, LMB, and MGB)
Heads of Attached Agencies (NAMRIA, NWRB and PCSDS)
Director, Administrative Service
Director, Climate Change Service
Director, Financial and Management Service
Director, Human Resource Development Service
Director, Internal Audit Service
Director, Knowledge and Information Systems Service
Director, Policy and Planning Service
Director, Strategic Communications and Initiatives Service
Director, Foreign Assisted and Special Projects Service
Director, Legal Service
Executive Director, Manila Bay Coordinating Office (MBCO)
Executive Director, River Basin Control Office (RBCO)
Members of the FDU Technical Working Group
Representative from Undersecretary for Legal, Administration, Human
Resources and Legal Affairs (LAHRLA)

FROM : The Undersecretary
Finance, Information Systems and Climate Change

SUBJECT : Full-Time Delivery Unit (FDU) Meeting

Please be informed that the 6th meeting of the Full-Time Delivery Unit for this year will be on **August 4, 2021 (Wednesday), 10:00 AM onwards**. Please find the attached program and agenda for the said meeting. To ensure that COVID 19 related health protocols are followed, all participants are requested to attend via Zoom.

All participants are required to accomplish and submit the online pre-registration form on or before **August 3, 2021** thru this link: <http://bit.ly/Pre6thFDUMeeting>. 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.

For further details, please contact Ms. Caroline B. Mahusay and Ms. Lea Marie S. Fajardo of Management Division at telephone no. 8926-69-98, IP Phone trunk line nos. 8249-3367 and 8248-3367 loc. 1027/1028.

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

Your attendance to the said meeting is hereby enjoined.



ATTY. ANALIZA REBUELTA-TEH

6th FULL-TIME DELIVERY UNIT MEETING
August 4, 2021, 10:00 AM onwards
Combination via zoom and In-person

AGENDA	To be presented by
1. Matters arising from the agreements of the previous meeting	Ms. Evelyn G. Nillosan Chief, Management Division
2. Status of Balances of Funds for FY 2021 <ul style="list-style-type: none"> ➤ By Office ➤ By Major Programs 	Director Angelito V. Fontanilla Finance and Management Service
3. Status of "For Later Release" of Funds for 2021 for Central Office, Bureaus, and Attached Agencies	Ms. Maybell N. Mangubos Chief, Budget Division
4. Updates on the status of Procurement Activities for CY 2021	Engr. Gilbert C. Mondroy Chief, Property and Supply Management Division
5. Updates on Monitoring of Major and Key Programs Accomplishment, Bottleneck/Issues for CY 2021	EMB, NAMRIA, PCSD and RBCO
6. Other Matters	
7. Agreement/Next Step	USEC. Analiza Rebuelta-Teh