



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

MEMORANDUM

FOR/TO : **Undersecretaries**  
**Head Executive Assistant**  
**Assistant Secretaries**  
**Heads of Attached Agencies**  
LLDA, NAMRIA, NWRB, & PCSDS  
**Bureau Directors**  
EMB, MGB, FMB, LMB, BMB, & ERDB  
**Regional Executive Directors**  
**Regional Directors, EMB & MGB**  
**Service Directors**  
Financial and Management Service  
Policy and Planning Service  
**Division Chiefs and Concerned Staff**  
Budget Division, FMS  
Accounting Division, FMS  
Planning and Programing Division, PPS  
Program Monitoring and Evaluation Division, PPS

FROM : **Undersecretary for Finance, Information Systems and Climate Change**

SUBJECT : **PLENARY DELIBERATION ON THE FY 2022 DENR PROPOSED BUDGET**

This refers to the plenary deliberation on the FY 2022 DENR Proposed Budget.

May we invite you to attend the budget hearing which will be held on Wednesday, **September 22, 2021, 9:00 A.M.** at the Plenary Hall, House of Representatives, Batasan Pambansa Complex, Quezon City.

In the observance of health and safety protocols, the Undersecretaries for Policy, Planning and International Affairs; Legal, Administration, Human Resources and Legislative Affairs; and Field Operations and Environment; Assistant Secretary for Policy and Planning and Foreign Assisted and Special Projects, Directors of the Mines and Geo Sciences Bureau and Environmental Management Bureau are requested to be physically present at the Plenary Hall. All other officials and staff (listed as attached) shall be housed at the holding area.

All Assistant Secretaries, Service Directors, Heads of Attached Agencies, Bureau Directors, Regional Executive Directors and Regional Directors and other Offices shall join via Zoom Platform. The zoom link will be provided a day before the scheduled plenary deliberation.

All officials and staff joining the budget hearing physically are required to undergo RT-PCR test or Antigen test. The RT-PCR test should be taken within 72 hours and 24 hours for the Antigen test prior to the budget hearing. Attached are the health and safety protocols and zoom meeting guidelines as provided by the HOR.

For information and guidance.

*Analiza Teh*  
ATTY. ANALIZA REBUELTA-TEH  
*m* *J* *S*

September 22, 2021 at 9:00 AM  
Congress Session Hall  
Budget Hearing / Session Hall

NAME	DESIGNATION
1 Secretary Roy A. Cimatú	Secretary
2 Atty. Analiza Rebuelta - Teh	Undersecretary for Finance, Information Systems and Climate Change
3 Atty. Jonas R. Leones	Undersecretary for Policy, Planning and International Affairs
4 Atty. Ernesto D. Adobo Jr.	Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
5 Atty. Juan Miguel T. Cuna	Undersecretary for Field Operations and Environment
6 Engr. William P. Cuñado	Director, Environmental Management Bureau (EMB)
7 Engr. Roland A. de Jesus	Assistant Director, Mines & Geosciences Bureau (MGB)
8 Marcial C. Amaro Jr., CESO III	Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects and FMB Director, in concurrent capacity
9 Engr. Nonita S. Caguioa	Assistant Secretary for Finance, Information Systems and Mining Concerns
10 Angelito V. Fontanilla	Director, Financial and Management Service
11 Melinda C. Capistrano	OIC Director, Policy and Planning Service
12 Imelda R. Dela Cruz	Division Chief, Project Accounts Management Division
13 Maybell N. Mangubos	Division Chief, Budget Division
14 Cris Angelo Vispo	FRCD-NGP Staff, FMB
15 Lilia Padua Saroca	Section Chief, Budget Division
16 Gil Monroy	KISS Technical Staff
17 Gavin D. Edjawan, MNSA	Head Executive Assistant
18 Col. Orencio D. Jeruta	Executive Assistant IV

**Holding Area (TBA)**

NAME	DESIGNATION
1 Jacob F. Meimban, Jr.	Deputy Executive Director, Manila Bay Coordinating Office (MBCO)
2 Marlon Atienza	Assistant Planning Chief, FMB
3 Thelma C. Alcaraz	Staff, Planning & Programming Division
4 Kimberly Polintan	Office of the Director Staff, EMB
5 Darlene Reyes	Budget Assistant Chief, EMB
6 Francis Castro	Section Chief, Accounting Division
7 Juvy Dacasin	Planning Staff, Program Monitoring and Evaluation Division
8 Jacqueline Matugas	Office of the Undersecretary Staff
9 Christina Zabala	Section Chief, Budget Division
10 Marlyn Baltazar	Budget Staff
11 Jennilyn B. Reyeg	Budget Staff
12 Julius Palaganas	Budget Staff
13 Jerwin Puzon	Budget Staff
14 Allan Gutierrez	Planning Staff

**OTHER OFFICIALS (ZOOM)**

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**CENTRAL OFFICE/BUREAU PLANNING/TECHNICAL STAFF**

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**Regional Executive Directors**

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15	Engr. Albert G. Arcamo, MEMD	EMB - Region 13 OIC Regional Director	ninzjandystar21@gmail.com

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## HEALTH AND SAFETY PROTOCOLS

The House of Representatives (HRep) strictly observes the following health and safety protocols:

1. Implements a **NO FACE MASK, NO FACE SHIELD, NO ENTRY** policy. Kindly wear your face mask, face shield, and always keep alcohol or sanitizer handy while inside the HRep premises.
2. Observes **PHYSICAL DISTANCING**. Keep a distance of two (2) meters or six (6) feet from another person.
3. Checks body temperature upon entry to HRep premises.
4. Denies entry to HRep premises if the person falls in any of the following conditions:
  - a) Manifests COVID-19 symptoms, as indicated in the Health Declaration Form (HDF); and
  - b) Awaits RT-PCR test results, as a consequence of contact tracing

### PROCEDURE FOR ENTRY IN HREP PREMISES AND ANTIGEN TESTING

#### Entry to HREP Premises and Building

1. Provide the Committee on Appropriations secretariat a list of participants three (3) days in advance before the scheduled briefing/hearing for security coordination.
2. Download and fill out the HDF at <https://congress.gov.ph/download/> a day before the scheduled briefing/hearing for those physically attending the briefing/hearing.
3. Bring and submit the accomplished HDF print out to the security personnel manning the North Wing Entrance Gate.
4. Present a negative Antigen result to the security personnel in charge at the venue upon entry.
5. Antigen result should be taken within 24 hours before the scheduled budget briefing/hearing.

## **ZOOM MEETING GUIDELINES for Departments and Agencies**

1. Following the sequential schedule of budget hearings per day, departments are enjoined to submit three (3) days in advance attendees to the budget briefing.
2. To join the zoom meeting, all attendees are requested to register/sign up with the Zoom (<https://zoom.us>) application and click the "Join the Meeting" banner on the application.
3. Before joining the meeting, ensure that you are in a QUIET area with strong internet signal.
4. Kindly affix your office/position/name to be recognized by other Participants. Edit your zoom name, for example: DBM Secretary Wendell Avisado
5. The Zoom Room is open one (1) hour before the meeting. You should be in the meeting room 30 minutes before the schedule.
6. Use of headset (earphones with mic) is HIGHLY RECOMMENDED.
7. Please ensure that your microphone is on MUTE as the default setting. During the meeting, MUTE your microphone when listening and UNMUTE before speaking.
8. You may use the RAISE HAND function or send a message via CHAT function to the Secretariat if you wish to be recognized.
9. You may MUTE the video if you wish to temporarily leave the meeting.