



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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### NOTICE OF MEETING

**FOR** : **The Undersecretary**  
Field Operations and Environment  
  
**The Assistant Secretary, PPFASP, and**  
**Concurrent Director, FMB**  
  
**The Acting Director**  
Land Management Bureau

**FROM** : **The Interim Director, Internal Audit Service, and**  
**Head, Sub-CART on SPICS**

**AGENDUM** : **INVOLVEMENT IN THE FY 2021 STREAMLINING AND PROCESS**  
**IMPROVEMENT OF CRITICAL SERVICES (SPICS)**

**DATE** : 25 October 2021 (10:00 am)

**VENUE** : 4/F Office of the Head Executive Assistant, DENR Central Office

This has reference to Special Order No. 2021-551 with the subject, "Creation of the DENR Central Office's Sub-Committees on Anti-Red Tape (Sub-CARTs)" dated 19 October 2021, wherein representative/s from your respective offices were enjoined as members of the Sub-CART on SPICS.

Moreover, per DENR Memorandum Circular No. 2011-11 with the subject "Guidelines on the Grant of FY 2021 PBB" dated 30 September 2021 which was reiterated by the Undersecretary for Policy, Planning and International Affairs in his memorandum with the subject, "Roles and Functions of the National Focal(s) and Central Office Focal(s) on the 2021 PBB Guidelines and Timeline of Activities" dated 8 October 2021, the Sub-CART on SPICS is expected to perform the following:

*"...shall serve as the principal body that will monitor and consolidate the Modified Form A submitted by the respective offices and ensure the agency's compliance with FY 2021 PBB requirements under this dimension. Said offices must submit a copy of the accomplishment report to the DENR Citizen's Charter Team and QMS Team."*

Relative to this, we are inviting you and/or your designated focal persons/representatives to a meeting to discuss the involvement of your respective offices in line with the Department's compliance with the FY 2021 SPICS/Process Results requirement.

For confirmation, questions, and further clarifications, your staff may contact **For. Jake Lorenz C. Aldovino** of the Management Audit Division at cellphone number 09168297683, or email us at [ias.mad@denr.gov.ph](mailto:ias.mad@denr.gov.ph).

For your information and appropriate action.

  
GAVIN D. EDJAWAN, MNSA

cc : The Director, Financial and Management Service, and Co-Head, Sub-CART on SPICS

MEMO NO. 2021 - 716