



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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November 15, 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)  
All Service Directors  
Executive Directors (MBCO, RBCO, PRCMO)  
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**

This refers to the 6<sup>th</sup> meeting of the Full-Time Delivery Unit.

May we invite you to attend the meeting on **November 22, 2021 (Monday), 1:00 PM onwards** via Zoom Platform.

All participants are requested to accomplish and submit the online pre-registration form on or before, **November 19, 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. Please find the attached program and agenda for your reference.

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

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

Your attendance to the said meeting is hereby enjoined.

  
**ATTY. ANALIZA REBUELTA-TEH**

**6<sup>th</sup> FULL-TIME DELIVERY UNIT MEETING**  
**November 22, 2021**  
**1:00 PM onwards**  
**Combination via zoom and In-person**

<b>AGENDA</b>	<b>To be presented by</b>
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"> <li>➤ By Office</li> <li>➤ By Major Programs</li> <li>➤ Agency Performance Review</li> </ul>	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 CY 2020 and 2021 <ul style="list-style-type: none"> <li>• Early Procurement 2022</li> </ul>	Engr. Gilbert C. Mondroy Chief, Property and Supply Management Division
5. Other Matters	
6. Agreements/Next Steps	USEC. Analiza Rebuelta-Teh