



January 21, 2021

MEMORANDUM

FOR/TO : Undersecretary for Policy, Planning and International Affairs
Assistant Secretary for Finance and Mining Concerns
Assistant Secretary for Policy and Planning and FASP
Head Executive Assistant
All Bureau Directors
Heads of Attached Agencies (NAMRIA, NWRB, PCSDS)
Director, Administrative Service
Director, Climate Change Service
Director, Financial and Management Service
Director, Human Resource Development 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
Deputy Executive Director, Manila Bay Coordinating Office
Members of the FDU Technical Working Group

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

SUBJECT : **Full-Time Delivery Unit (FDU) Meeting**

Please be informed that the 2nd meeting of the Full-Time Delivery Unit for this year will be on February 5, 2021, 9:00 AM at the Biodiversity Management Bureau Training Center, Ninoy Aquino Parks and Wildlife Nature Center, Diliman, Quezon City.

Please find attached the program and agenda for the said meeting. To ensure that we are following COVID-19 protocols, the following officials are hereby requested to attend the meeting face to face:

1. Assistant Secretary for Policy and Planning and Foreign Assisted Projects;
2. Assistant Secretary for Finance, Information Systems and Mining Concerns;
3. Directors of FASPs, PPS and FMS; and
4. Division Chiefs of FMS.

Other participants are requested to attend via zoom. The link for the meeting shall be sent to you prior to the conduct of the meeting.

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

Your attendance to the said meeting is hereby enjoined.

Attendance/Zoom Link
<http://bit.ly/3pdMCc1>


ATTY. ANALIZA FEBUELTA-TEH

2ND FULL-TIME DELIVERY UNIT MEETING
February 5, 2021 (Friday), 9:00 AM
BMB Training Center, Ninoy Aquino Parks and Wildlife Nature Center
Quezon City

Agenda	To be presented by
1. Matters arising from the agreements of the previous meeting	Evelyn Nillosan
2. Status of Balances of Funds for FY 2020 a. By Office b. By Major Programs	Dir. Wilfredo Obien
3. Status of "For Later Release" of Funds for 2020 for Central Office, Bureaus, and Attached Agencies a. PENRO Antique Bldg- Region 6 b. Samar Island Natural Park- Region 8 c. Implementation of the Protected Area Conservation Program- BMB d. National Greening Program (NGP)- FMB e. Rapid Land Tenure Assessment- LMB f. Management of Coastal and Marine Resources Areas -Region IV-B g. Manila Bay	Maybell Mangubos
4. Status of Early Procurement Activities for 2021 <ul style="list-style-type: none"> • Submission of approved PPMP • Purchase Request • Terms of Reference • Allocation of funds issued by Budget Division 	Gilbert Mondroy
5. Status of submission of 2021 WFPs for Central Office Based Funds	Lariza Ramos
6. Status on the formulation of the Monitoring Tool for FDU	Evelyn Nillosan
7. Agreements/Next Steps	Usec. Anna Teh