



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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## **ADVISORY NO. 1**

### **FACE-TO-FACE AND VIRTUAL WRITESHOP FOR THE FINALIZATION OF THE MANUAL OF AUTHORITIES ON FINANCIAL MATTERS**

FOR/TO : **Central Office**  
Undersecretary for Finance, Information Systems and Climate Change  
Assistant Secretary for Finance, Information Systems and Mining Concerns  
Director for Financial and Management Service  
The Chief, Accounting Division and concerned staff  
The Chief, Budget Division and concerned staff  
The Chief, Management Division and concerned staff  
The Chief, Project Accounts Management Division (PAMD)  
Office of the Undersecretary for Legal, Administration, Human  
Resources and Legislative Affairs, One (1) representative  
Office of the Undersecretary for Finance, Information Systems and  
Climate Change, One (1) representative  
Office of the Assistant Secretary for Finance, Information Systems and  
Mining Concerns, One (1) representative  
Cashier Section-General Services Division, One (1) representative

**Staff Bureaus**  
Director, Forest Management Bureau  
Director, Land Management Bureau  
Director, Biodiversity Management Bureau  
Director, Ecosystems Research and Development Bureau

**Line Bureaus**  
Director, Environmental Management Bureau  
Director, Mines and Geosciences Bureau  
Regional Directors, Environmental Management Bureau (Regions 1, 7 and 10)  
Regional Directors, Mines and Geosciences Bureau (CAR, Regions 6 and 11)

**Regional Offices**  
Assistant Regional Directors for Management Services (Regions 1-13, NCR and CAR)  
Chief, Finance Division (Regions 1-13, NCR and CAR)  
Chief, Management Services Division (Region 3)  
PENRO Accountants (Region 3)


FROM : The Director  
Financial and Management Service

Date : **MAR 11 2022**

- 1) Pending the approval of the Special Order (Annex A), a face-to-face and virtual writeshop to finalize the Manual of Authorities on Financial Matters will be conducted on March 21-23, 2022 in Region 3.
- 2) For booking purposes, all participants are required to confirm their face-to-face or virtual attendance on the said writeshop via this link <https://bit.ly/writeshopmnoa> on or before 14 March 2022.

- 3) The writeshop materials will be sent to the email addresses provided by the participants prior the writeshop. Kindly communicate with the Secretariat through Ms. Lea Marie Fajardo / Honey May Parungao on these contact numbers 8926-6998/VOIP 1027/1028 or via email at [fms.mgt@denr.gov.ph](mailto:fms.mgt@denr.gov.ph). for queries and other concerns.

For your information and guidance.

  
**ANGELITO V. FONTANILLA**