



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
(632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

ADVISORY NO. 2

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)

FROM : The Chief
Management Division

DATE : **MAR 17 2022**

1. **Venue and Accommodation**
The writeshop will be held at Hacienda Gracia Resort and Hotel in Lubao, Pampanga

CHECK-IN	March 20, 2022	1:00pm
CHECK OUT	March 23, 2022	12:00nn

2. Transportation

Transportation will be provided as follows:

DATE	TIME	FROM	TO
March 20, 2022	1:00 pm	Central Office	Venue
March 23, 2022	3:30 pm	Venue	Central Office

3. Flight Details

Participants who will fly directly to Clark Airport are requested to send their flight details to the Management Division thru email address fms.mgt@denr.gov.ph. The DENR Region 3 will provide vehicle to convey participants from Clark Airport to the venue.

4. Attire

Office uniform or smart casual attire is recommended. All participants are required to bring their ARTA ID.

5. Participants shall bring their laptops.

6. Link for the writeshop materials

<https://bit.ly/writeshopmaterials>

7. Attendance/Zoom link:

Day 1	https://bit.ly/day1writeshop
Day 2	https://bit.ly/day2writeshop
Day 3	https://bit.ly/day3writeshop

8. For queries and concerns, you may contact Lea Marie S. Fajardo and Honey May F. Parungao thru telephone no. 8926-6998 or VOIP Nos. 1027/1028.

For information and guidance.


EVELYN G. NILLOSAN