



Republic of the Philippines
Department of Environment and Natural Resources
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April 21, 2022

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)
Members of the FDU Technical Working Group
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

Please be informed that the 2nd meeting of the Full-Time Delivery Unit for this year will be on **May 16, 2022 (Monday), 1:00 PM onwards**, at the Biodiversity Management Bureau Training Center, Ninoy Aquino Parks and Wildlife Nature Center, Diliman, Quezon City.

Please find attached 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 Planning and Foreign Assisted Projects and FMB Director in Concurrent Capacity;
2. Assistant Secretary for Finance, Information Systems and Mining Concerns;
3. Director of FMS, PPS and Assistant Director FASPs; 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 conduct of the meeting.

All participants are requested to accomplish and submit the online pre-registration form on or before **May 11, 2022** thru this link: <https://bit.ly/Pre2ndFDUMeeting2022>. 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.

The Office of the Director, FMS will be coordinating with concerned offices regarding their reports and presentation for the meeting.

For further details, please contact Ms. Caroline B. Mahusay and Ms. Lea Marie F. Blas 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

2nd FULL-TIME DELIVERY UNIT MEETING 2022

MAY 16, 2022, 1:00 pm onwards, Biodiversity Management Bureau Training Center, Ninoy Aquino Parks and Wildlife Nature Center, Diliman, Quezon City.

PROGRAM

AGENDA	To be presented by
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">➤ By Office➤ By Major Programs➤ Agency Performance Review	Director Angelito V. Fontanilla Finance and Management Service
3. Status of 2022 Work Financial Plan (WFP) Submission	Ms. Melinda C. Capistrano Chief, Planning and Programing Division
4. Updates on the status of Procurement Activities for 1 st quarter of CY 2022	Engr. Gilbert C. Mondroy Chief, Property and Supply Management Division
5. Other Matters	
6. Agreement/Next Step	USEC. Analiza Rebuelta-Teh