



Republic of the Philippines
Department of Environment and Natural Resources
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June 13, 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, Foreign Assisted and Special Projects
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 3rd meeting of the FDU for this year will be on **June 22, 2022 (Wednesday), 9:30 am onwards**, at the **OSEC Conference Room, 4th Floor, DENR-CO Bldg, Visayas Avenue, Diliman Quezon City**.

In line with COVID 19 protocols, the following officials are hereby requested to attend the meeting face to face:

1. Assistant Secretary for Policy and Planning, Foreign Assisted and Special Projects
2. Assistant Secretary for Finance, Information Systems and Mining Concerns;
3. Director of FMS, PPS and Director of 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 the conduct of the meeting.

All participants are requested to accomplish the online pre-registration form on or before **June 20, 2022** thru this link: <https://bit.ly/Pre3rdFDUMeeting2022> or the QR Code below. The Zoom link, meeting ID, and passcode will be sent thru email of the participants who successfully accomplished the online pre-registration form.



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

Please find attached program and agenda for the said meeting.

For further details and assistance, 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

3rd FULL-TIME DELIVERY UNIT MEETING 2022

June 22, 2022 / 9:30 Onwards at OSEC Conference Room, 4th Floor DENR CO, Visayas
Avenue Dilliman, Quezon City

PROGRAM

AGENDA	To be presented by
1. Status of Balances of Funds for FY 2022 <ul style="list-style-type: none">➤ By Office➤ By Major Programs➤ Agency Performance Review	Director Angelito V. Fontanilla Finance and Management Service
2. Updates on the status of Procurement Activities for January – May CY 2022	Engr. Gilbert C. Mondroy Chief, Property and Supply Management Division
3. Status of Funds as of May, 2022 <ul style="list-style-type: none">➤ Targets and Accomplishments➤ Issues and Concerns	Engr. Guillermo V. Estipona, Jr. Chief, General Services Division
4. Other Matters	
5. Agreements/Next Steps	USEC. Analiza Rebuelta-Teh