



Republic of the Philippines  
Department of Environment and Natural Resources  
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### NOTICE OF MEETING

TO : The Director, 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 Director, Ecosystems Research and Development Bureau  
The Assistant Director, Ecosystems Research and Development Bureau  
The Chief, Administrative, Financial and Management Division and Concerned Staff  
The Head, Research, Development and Extension Centers and Concerned Staff

FROM : The Undersecretary  
Finance, Information Systems and Climate Change

DATE/TIME : **28 June 2022, 10:00 am onwards**

VENUE : Face-to-Face and Virtual Platform  
Ecosystems Research and Development Bureau  
Los Baños, Laguna

AGENDA : Financial Operations of Research, Development and Extension Centers (RDEC) in relation to the proposed revision of Manual of Authorities on Financial Matters.

The following personnel are hereby requested to attend the meeting:

#### A. Face-to-face

1. Director, Financial and Management Service
2. Division Chiefs, Accounting, Budget and Management Division, Financial and Management Service
3. Director, Ecosystems Research and Development Bureau
4. Assistant Director, Ecosystems Research and Development Bureau
5. Chief, Administrative, Financial and Management Division, Ecosystems Research and Development Bureau and Concerned Staff

#### B. Virtual Platform

1. Head, Research, Development and Extension Centers and Concerned Staff
2. Concerned Staff of Financial and Management Service

The Ecosystems Research and Development Bureau shall provide the link for virtual platform.

Your attendance will be highly appreciated.

  
ATTY. ANALIZA REBUELTA-TEH