



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-6626 to 29, (632) 929-6252
Website : <http://www.denr.gov.ph> / E-mail : web@denr.gov.ph

MEMORANDUM

FOR/TO : All Undersecretaries and Assistant Secretaries
All Bureau Directors
All Regional Executive Directors
All Regional Directors for Mines and Environment
Heads of Attached Agencies (NAMRIA, NWRB, PCSDS)
All Service Directors, DENR Central Office

The Executive Directors
River Basin Control Office
Manila Bay Coordinating Office
Pasig River Coordinating and Management Office
Task Force Tayo ang Kalikasan

The National Coordinator, DENR-CARP National
Coordinating Office

FROM : The Undersecretary
Policy, Planning and International Affairs

SUBJECT : **ADDITIONAL GUIDELINES ON THE SUBMISSION OF
DAILY EXECUTIVE BRIEF**

DATE : JUL 27 2022

With reference to the instruction from the Office of the Executive Secretary (OES) on the submission of Daily Executive Brief, the highlights of accomplishments should include the following:

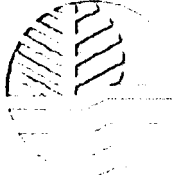
1. Major program/project outputs (e.g. area planted, patents issued, permits issued), with brief details
2. Directives/Instructions from the Secretary/Executive Committee and Actions Taken,
3. Partnerships/MOAs/MOUs which include brief description of the agreement, duration, date of approval/issuance and other relevant information,
4. Milestones/Other noteworthy accomplishments (e.g. special events related to the Sector, project launchings, etc).

Please note that the EMB and MGB Regions need not submit their daily reports to the REDS concerned. Their accomplishments shall be submitted directly to the EMB and MGB Central Office, for consolidation and submission to PMED. All other offices, however, may submit directly to PMED through the following google links not later than 2:00 P.M on a daily basis:

Office	Link
1. Office of the HEA/COS	shorturl.at/cgmV5
2. Undersecretaries/ Assistant Secretaries	shorturl.at/BKNY2
3. Bureaus	shorturl.at/NUYZ6
4. Regional Offices	shorturl.at/brtV3
5. Attached Agencies	shorturl.at/jr267
6. RBCO, MBCO, CARP, PRCMO, Tayo and Kalikasan	shorturl.at/deIU7
7. Central Office Services	shorturl.at/htx27

For your compliance.


ATTY. JONAS R. LEONES



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Website : <http://www.denr.gov.ph> / E-mail : web@denr.gov.ph

MEMORANDUM

FOR : Office of the Head Executive Assistant/ Office of Chief of Staff
All Offices of the Undersecretaries and Assistant Secretaries
All Bureau Directors
All Regional Executive Directors
Heads of Attached Agencies (NAMRIA, NWRB, PCSDS)
All Service Directors, DENR Central Office
Executive Director, River Basin Control Office
Executive Director, Manila Bay Coordinating Office
National Coordinator, DENR-CARP National Coordinating Office
Executive Director, Pasig River Coordinating and Management Office
Executive Director, Task Force Tayo ang Kalikasan

FROM : The OIC Director for Policy and Planning Service

SUBJECT : **SUBMISSION OF INPUTS FOR THE DAILY EXECUTIVE BRIEFER**

DATE : JUL 26 2022

With reference to the attached email letter from the Office of the Executive Secretary, Office of the President, may we request you to submit the following on a daily basis strictly not later than 2:00 P.M., starting July 26, 2022.


1. Major accomplishments and highlights
2. Issues and Concerns
3. Proposals and Recommendation

Please submit your inputs to PMED through this google link:

Office	Link
1. Office of the HEA/COS	shorturl.at/cgmV5
2. Undersecretaries/ Assistant Secretaries	shorturl.at/BKNY2
3. Bureaus	shorturl.at/NUYZ6
4. Regional Offices	shorturl.at/brtV3

5. Attached Agencies	shorturl.at/jr267
6. RBCO, MBCO, CARP, PRCMO, Tayo and Kalikasan	shorturl.at/delU7
7. Central Office Services	shorturl.at/htx27

For your preferential attention, please.


MELINDA C. CAPISTRANO

----- Forwarded message -----

From: **Raphael Villarroel** <rvillarroel.oes@gmail.com>

Date: Mon, 25 Jul 2022, 6:56 pm

Subject: Request for Daily Executive Brief for the Executive Secretary

To: <osec@denr.gov.ph>, <web@denr.gov.ph>

Dear Sir/Ma'am:

Good day!

We would like to kindly request for a Daily Executive Brief for perusal of the Executive Secretary. Please find attached guidelines and templates for appropriate action.

We hope to receive an initial Brief by tomorrow, 26 July 2022, before 5:00PM. The submitted document will be considered as the DENR's Brief for 27 July 2022.

Please feel free to send any concerns and/or clarifications to the undersigned.

Kindly acknowledge receipt of this email.

Thank you.

Sincerely,

RAPHAEL P. VILLARROEL

Executive Assistant

OFFICE OF THE EXECUTIVE SECRETARY

OFFICE OF THE PRESIDENT OF THE PHILIPPINES

G/F Premier Guest House, J.P. Laurel St., San Miguel, Manila

2 attachments



Presentation Template - Daily Executive Brief.pptx

41K



Guidelines and Template for the Submission of the Daily

**GUIDELINES ON THE FORMAT AND CONTENT OF DAILY EXECUTIVE
BRIEFERS FOR THE EXECUTIVE SECRETARY**

1. Briefers and presentations shall be limited to three (3) pages, exclusive of attachments or other pertinent supporting documents.
2. Agencies are directed to prepare a short executive summary at the beginning of the Briefer that includes all salient points and a concise analysis of all information included in the more comprehensive Briefer.
3. The Briefer proper must be divided into the following sections:
 - a. Major Accomplishments and Highlights;
 - b. Issues and Concerns requiring attention of the President and/or Executive Secretary; and
 - c. Proposals and Recommendations.
4. The said Brief should be in MS Word Format, font style Arial and font size 12.
5. A separate presentation must also be included containing the more extremely important details of their Daily Executive Briefer to the Executive Secretary.
6. Agencies must submit their Daily Executive Briefers to the Office of the Executive Secretary not later than 5:00PM.
7. Agencies are directed to designate a focal person responsible for coordinating with the OES as regards to the submission of their Daily Executive Briefers.
8. Agencies are directed to submit their Daily Executive Briefers to the OES via:

DAILY EXECUTIVE BRIEF OF THE
(NAME OF DEPARTMENT/AGENCY)
TO THE EXECUTIVE SECRETARY
DATE (DD MONTH YYYY)

EXECUTIVE SUMMARY

MAJOR ACCOMPLISHMENTS AND HIGHLIGHTS

ISSUES AND CONCERNS REQUIRING ATTENTION

PROPOSALS AND RECOMMENDATION

DAILY EXECUTIVE BRIEF TO THE EXECUTIVE SECRETARY

NAME OF DEPARTMENT | NAME OF SECRETARY
DATE (DD MONTH YEAR)

EXECUTIVE SUMMARY

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MAJOR ACCOMPLISHMENTS AND HIGHLIGHTS

-

ISSUES AND CONCERNS

-

PROPOSALS AND RECOMMENDATION

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