



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (02) 8920-0689 / 8925-8275 / 0917-885-3367 / 0917-868-3367
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

FOR/TO : The Bureau Director

Biodiversity Management Bureau
Ecosystems Research and Development Bureau
Environmental Management Bureau
Forest Management Bureau
Land Management Bureau
Mines and Geosciences Bureau

The Service Director

Legal Affairs Service
Climate Change Service
Foreign-Assisted and Special Projects Service
Strategic Communication and Initiatives Service
Knowledge and Information Systems Service

The Executive Director

River Basin Control Office

The Director

Legislative Liaison Office

The Chief of Staff / Executive Assistant

Office of the Secretary/Office of the Head Executive Assistant
Office of the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
Office of the Undersecretary Policy, Planning and International Affairs
Office of the Undersecretary for Finance, Information Systems and Climate Change
Office of the Undersecretary for Field Operations (FO) - Luzon, Visayas and Environment
Office of the Undersecretary for FO - Mindanao
Office of the Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects
Office of the Assistant Secretary for Enforcement, Solid Waste Management, Local Government Units Concerns
Office of the Assistant Secretary for Legal Affairs
Office of the Assistant Secretary for Finance, Information Systems and Mining Concerns
Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives
Office of the Assistant Secretary for Administration and Legislative Affairs
Office of the Assistant Secretary for FO - Luzon and Visayas
Office of the Assistant Secretary for FO - Eastern Mindanao
Office of the Assistant Secretary for FO - Western Mindanao

The Division Chief

PPS-Planning and Programming Division
PPS-Program Monitoring and Evaluation Division

FROM : **The OIC Director**
Policy and Planning Service

SUBJECT : **REQUEST FOR NOMINATION OF PARTICIPANTS TO THE
CAPACITY-BUILDING FOR THE DENR POLICY TECHNICAL
WORKING GROUP (PTWG) TO BE HELD ON SEPTEMBER 27-30,
2022 IN CLARK FIELD, ANGELES CITY, PAMPANGA**

DATE : 22 AUG 2022

Under Section 3.3. of DENR Administrative Order (DAO) No. 2021-15 dated June 8, 2021 or the Enhanced DENR Policy Development System, the Policy Technical Working Group (PTWG) is the central clearing house of all the Department's policy proposals. Accordingly, the PTWG has the mandate to deliberate policy proposals as to their intended impacts, review the cross-sectoral effects of proposed policies to ensure harmonization, and provide feedback or recommendation to the management. The body is composed of officials and senior technical personnel representing the line and staff bureaus and major offices or units of the Central Office, such as, but not limited to the Office of the Secretary, Offices of the Undersecretaries, Assistant Secretaries, service offices and other units. It is chaired by the Director of the Policy and Planning Service (PPS), with the Director of the Legal Affairs Service (LAS) as the Vice Chairperson. The members are composed of the Assistant Directors of all bureaus as the permanent representatives or their Division Chiefs concerned as alternate, and technical personnel of the major offices or units of the Central Office.

In order to strengthen the Department's Policy Development System (PDS) and in line with the thrust of Secretary Maria Antonia Yulo Loyzaga for scientific and technical excellence, social cohesion through stakeholders engagement, good governance and environmental sustainability, it is imperative that the members of the PTWG, especially those who are new to the group, are properly equipped with the knowledge and skills to ensure that the policies issued by the Department are specific or clear, relevant, administratively and technically feasible, and responsive to environmental, social, economic, and other concerns. Thus, the Policy and Planning Service – Policy Studies Division (PPS-PSD) will be conducting a Capacity-Building for the DENR PTWG on September 27-30, 2022 in Clark Field, Angeles City, Pampanga.

In view of this, may we request for the nomination of one participant each from your respective office who is involved in PTWG deliberations. In the case of the Bureaus, the participants shall be the Assistant Director and his/her Alternate Representative to the PTWG who shall be a Division Chief.

Your office may coordinate with the Policy Studies Division (PSD) regarding the submission of the name of your participant. We will appreciate receiving said information, specifically the participant's full name (name, middle initial, surname, suffix if applicable), age, position/designation, highest educational attainment, specialization/s, email address and contact number on/or before **September 2, 2022** via email to psddivision@gmail.com / policy@denr.gov.ph or through landline number 8925-1183.


MELINDA C. CAPISTRANO



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**CAPACITY-BUILDING FOR THE
DENR POLICY TECHNICAL WORKING GROUP (PTWG)**

Participant's Profile

NAME: _____
(First Name) (Middle Initial) (Surname) (Suffix, if applicable)

OFFICE: _____

POSITION/DESIGNATION: _____

AGE: _____ SEX: _____

HIGHEST EDUCATIONAL ATTAINMENT: _____

SPECIALIZATION/S : _____

EMAIL ADDRESS: _____

MOBILE / OFFICE LANDLINE NO. : _____

Signature