



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

August 30, 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, 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 4th meeting of the FDU for this year will be on **September 14, 2022 (Wednesday), 9:00 am onwards, at the FMB Conference Room, Ground Floor, 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, Director of PPS, Director of FASPs and Director of FMB;
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 **September 12, 2022** thru this link: <https://bit.ly/Pre4thFDUMeeting2022> 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.

Analiza Teh
ATTY. ANALIZA REBUELTA-TEH

4th FULL-TIME DELIVERY UNIT (FDU) MEETING 2022

September 14, 2022, 9:00 am onwards at FMB Conference Room, Ground Floor,
Visayas Avenue Diliman, Quezon City

PROGRAM

AGENDA	To be presented by
1. Status of Balances of Funds for 3 rd Quarter <ul style="list-style-type: none">➤ By Office➤ By Major Programs	Director Angelito V. Fontanilla Financial and Management Service
2. Updates on the status of Procurement Activities for January – July 30, 2022	Engr. Gilbert C. Mondroy Chief, Property and Supply Management Division
3. Status of Funds of the General Services Division as of June, 2022 <ul style="list-style-type: none">➤ Issues and Concerns (as of July 2022)➤ Updates on the issues/concerns raised during the June 22, 2022 FDU meeting<ul style="list-style-type: none">• RFID• DPWH Projects	Engr. Guillermo V. Estipona, Jr. Chief, General Services Division
4. Other Matters	
5. Agreements/Next Steps	Atty. Analiza Rebuelta-Teh Undersecretary, Finance, Information Systems and Climate Change



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City 1100
Tel Nos. •929.6626 •929.6628 •929.66.35 || VOIP Trunkline (632) 755.3330
•755.3300
Website: <http://www.denr.gov.ph> • E-mail: web@denrgov.ph

NOV 26 2020

SPECIAL ORDER
NO. 2020 - 466

SUBJECT: RECONSTITUTION OF THE DENR FULL-TIME DELIVERY UNIT (FDU) PURSUANT TO ADMINISTRATIVE ORDER NO. 46

In the interest of the service and pursuant to Administrative Order No. 46 dated March 30, 2015, DBM Circular Letter No. 2015-8 dated June 8, 2015, and to ensure that departments function in an environment where execution of programs and projects are undertaken promptly in accordance with the set timelines or targets, the DENR Full-time Delivery Unit (FDU) created by virtue of Special Order No. 2018-1065, dated December 10, 2018, is hereby reconstituted as follows:

Co-Chairpersons: **ATTY. ANALIZA REBUELTA-TEH**
Undersecretary
Finance, Information Systems and Climate Change

ATTY. JONAS R. LEONES
Undersecretary
Policy, Planning and International Affairs

Vice-Chairpersons: **MARCIAL C. AMARO, JR.**
Assistant Secretary
Policy, Planning and Foreign Assisted and Special Projects

ENGR. NONITA S. CAGUIOA
Assistant Secretary
Finance, Information Systems and Mining Concerns

Members: **WILFREDO J. OBIEN**
Director for Financial and Management Service

MELINDA C. CAPISTRANO
OIC - Director for Policy and Planning Service

ANGELITO V. FONTANILLA
Director for Foreign-Assisted and Special Projects Service

ALL BUREAU DIRECTORS
BMB, EMB, ERDB, FMB, LMB, MGB

HEADS OF ATTACHED AGENCIES
Administrator, NAMRIA
Executive Director, NWRB

Technical Working Group (TWG):

- Head: **MAYBELL N. MANGUBOS**
Chief, Budget Division
- Co-Head: **LLARINA S. MOJICA**
Chief, Program Monitoring and Evaluation Division
- Members: **DIÑA M. NILLOSAN**
Chief, Accounting Division
- LARIZA S. RAMOS**
OIC- Chief, Planning and Programming Division
- GILBERT C. MONDROY**
Chief, Property and Supply Management Division
- CHIEFS, PLANNING MANAGEMENT DIVISION**
BMB, EMB, ERDB, LMB AND MGB
- REPRESENTATIVE/S**
Office of the USEC for Finance, Information Systems and
Climate Change

Secretariat:

- Head: **EVELYN G. NILLOSAN**
Chief, Management Division
- Members: **Management Division Staff**
Budget Division Staff
Program Monitoring and Evaluation Division Staff

The FDU shall have the following functions:

1. Perform diagnostic assessment such as :
 - a. Review before the start of the fiscal year, all performance measurements of each program, subprogram, and project, by responsibility centers at the Central Office (CO) or Regional Offices (RO); and
 - b. Identify potential risks or constraints (absence of resources, procedures, etc.) which would affect the efficient implementation of programs, sub-programs and projects and thereafter prepare contingency plans to address the same.
 - c. Undertake, on a periodic basis, data analysis which covers identification of agency programs and projects with historical trends of low disbursement rates and those with anticipated delays;
2. Act as "problem solver" and facilitate the smooth implementation of programs and projects;
3. Come up with an agency delivery and execution strategy to address actual implementation bottlenecks/ delays of these programs and projects;
4. Work closely with the DBM for quarterly monitoring and evaluation of project execution to facilitate remedial measures, including operationalization of a "feedback loop" mechanism in the diagnostic, planning and budgeting phases by responsibility centers at the CO or ROs;
5. Ensure the timely submission of Annual Procurement Plan and closely monitor the implementation schedule of the procurement processes;

6. Communicate on a department-wide and agency-wide basis, the program, sub-program, and project performance measures by responsibility center and accountable persons; and
7. Ensure the Department's compliance of FDU Periodic Reporting such as:
 - a. Budget and Financial Accountability Reports (BFARs) within thirty days after the end of every quarter to DBM; and
 - b. Progress of program and project implementation against targets and implementation plans per Budget Execution Documents (BEDs), problems/issues encountered and measures adopted to address the same; and catch-up plans and alternative modes of implementation, if applicable, every quarter.

The TWG shall have the following functions:

1. Review and assess the monthly physical and financial accomplishments of DENR Offices to oversee utilization of funds;
2. Recommend to the FDU strategies to address bottlenecks and improve implementation of programs and projects, and
3. Coordinate the preparation of the catchup plans with the concerned offices to address identified potential risks and constraints that would affect the effective implementation of DENR programs and projects.

The Secretariat shall have the following functions:

1. Provide management and administrative support to the FDU;
2. Prepare the notice of the meeting and agenda for the FDU regular meetings;
3. Prepare the minutes of meeting and submit the same to the Chairperson for approval;
4. Coordinate with other DENR offices on FDU matters; and
5. Prepare Quarterly Status Report of DENR funds utilization.

The FDU shall meet regularly to discuss the monthly FDU performance of the Department.

Expenses to be incurred in the discharge of the functions of the FDU shall be charged against appropriate DENR funds, subject to the existing accounting and auditing rules and regulations.

This order takes effect immediately and supersedes all Orders inconsistent herewith.

ROY A. CIMATU
Secretary

