



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

OCT 17 2022

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 5th meeting of the FDU for this year will be on **October 24, 2022 (Monday), 1:00 – 3:30 pm 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. Directors of FMS, PPS, FASPs and FMB;
4. Division Chiefs of FMS (Accounting, Budget and Management)

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 **October 19, 2022** thru this link: <https://bit.ly/Pre5thFDUMeeting2022> 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.

A handwritten signature in black ink, which reads "Analiza Teh".

ATTY. ANALIZA REBUELTA-TEH

5th FULL-TIME DELIVERY UNIT (FDU) MEETING 2022

October 24, 2022, 1:00 – 3:30 pm at FMB Conference Room, Ground Floor, Visayas Avenue Diliman, Quezon City

PROGRAM

AGENDA	To be presented by
1. Matters arising from the agreements of the previous meeting	Evelyn G. Nillosan Chief, Management Division
2. 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
3. Physical Accomplishment as of September 30, 2022	OIC-Dir. Melinda C. Capistrano Policy and Planning Service
4. Presentation of: <ul style="list-style-type: none">• Reason for Low Financial Utilization• Catch-Up Plan• Status of Full-Time Delivery Unit in each Bureaus and Attached Agencies	BMB, EMB, ERDB, FMB, LMB, MGB, NWRB, NAMRIA and PCSDS (Five (5) minutes presentation for the Heads of Attached Agencies and Bureau Directors)
5. Updates on the status of Procurement Activities for January – July 30, 2022 (Central Office, Bureaus and Regional Offices)	Engr. Gilbert C. Mondroy Chief, Property and Supply Management Division
6. Other Matters	
7. Agreements/Next Steps	Atty. Analiza Rebuelta-Teh Undersecretary, Finance, Information Systems and Climate Change