



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
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Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367

MEMORANDUM

NOV 29 2022

**FOR/TO : ALL REGIONAL EXECUTIVE DIRECTORS
ALL BUREAU DIRECTORS
ALL HEADS OF ATTACHED AGENCIES**

FROM : THE UNDERSECRETARY
Legal, Administration, Human Resources and Legislative Affairs and
Chairperson, Oversight Committee for 2022 DENR Hybrid Year-End
Employees' General Assembly

SUBJECT : 2022 DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY

The Department of Environment and Natural Resources (DENR) will conduct its Year-End Employees' General Assembly on December 9, 2022, to be held live at the DENR Multipurpose Building and via a video-conferencing application.

The theme for this year's celebration is "*Green Christmas, Full of Love and Hope*" which highlights our ideals, our responsibility to the public and the environment, and our hopes for a better year ahead as we carry out our mandate. It also intends to showcase the love, harmony, and well-being of all the officials and employees of the Department.

The highlight of the assembly will be the message of the Secretary, which will sum up the Department's accomplishments and future plans for the years ahead. Likewise, a chorale competition dubbed as, "*Himig Pasko sa DENR*", will be conducted where DENR personnel nationwide can showcase their singing talents.

Relative hereto, you are hereby enjoined to support and participate in the activities of the Year-End Celebration. All expenses to be incurred shall be charged against your respective offices.

Attached are the draft mechanics and tentative program for your reference.

For your information and appropriate action.


ATTY. ERNESTO D. ADOBO JR., CESO I

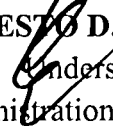
MECHANICS: “Himig Pasko sa DENR”

1. *Himig Pasko sa DENR*, is a chorale group competition where DENR personnel can showcase their talents. The contest is open to all DENR offices – Regional Offices, Bureaus, Attached Agencies, and Central Office.
2. Number of Performers: minimum of four (4) to maximum of twenty (20) members per group.
3. There shall be two (2) Christmas songs to be performed. “Ang Pasko ay Sumapit” by Lucio San Pedro will be the contest piece and musical arrangement can be amended or altered from the original. The second Christmas song to be performed shall be the choice piece of respective groups (in English or Filipino).
4. Length of Performance: maximum of ten (10) minutes including the ingress. Deduction of one (1) point for every minute or fraction of a minute beyond the maximum time shall be made.
5. Performances are to be rendered face-to-face. The name and contact details of your respective coordinators shall be emailed to denr.specialevents@gmail.com.
6. Program Committee shall inform the concerned group/offices as to the sequence of performance.
7. Criteria for Judging:

Vocals <i>(Vocal Technique, Rhythm and Tempo, Timing and Harmony)</i>	35%
Overall Performance <i>(Entertainment value, Creativity and Movement on Stage)</i>	25%
Stage Presence <i>(Ability of the performer/s to keep the attention of the Audience for the entire length of the performance)</i>	25%
Costume	15%
Total	100%

8. The decision of the judges is deemed final and irrevocable.
9. Expenses shall be charged against respective office funds (costume, accessories and other materials/props and other identified related expenses).

Approved by:


ATTY. ERNESTO D. ADOBO JR., CESO I
Undersecretary
Legal, Administration, Human Resources and
Legislative Affairs and Chairperson, Oversight
Committee for 2022 DENR Hybrid Year-End
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MEMORANDUM

NOV 29 2022

TO : THE REGIONAL EXECUTIVE DIRECTORS
DENR Regions I, IV-B, XI and XII

FROM : THE UNDERSECRETARY
Legal, Administration, Human Resources and Legislative Affairs and
Chairperson, Oversight Committee for 2022 DENR Hybrid Year-End
Employees' General Assembly

SUBJECT : 2022 DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY

In connection with the conduct of a hybrid program for the 2022 DENR Year-End Employees' General Assembly on December 9, 2022, live at the DENR Multipurpose Building and via video conferencing application, may we request your office to present a virtual intermission number during the program.

Ms. Karol Tabares and/or Mr. Ken Harold Delos Santos of the Strategic Communication and Initiatives Service (SCIS) will coordinate with your office on the details of the said request or you may reach them through mobile numbers, 09365177611 and 09059310056, respectively.

For your information and appropriate action.

ATTY. ERNESTO D. ADOBO JR., CESO I



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2022 HYBRID DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY
Theme: "Green Christmas, Full of Love and Hope"
December 9, 2022, DENR Multi-Purpose Building and
via Zoom video conferencing application

ADVISORY

To: All Undersecretaries, Assistant Secretaries, Service, Program and Project Directors and Heads of DENR Task Forces

1. All Officials and employees from the Central Office, Bureaus, Attached Agencies, Regional Executive Directors (REDs), EMB and MGB Regional Directors (RDs), Provincial Environment and Natural Resources Offices (PENROs) and Community Environment and Natural Resources Offices (CENROs) are invited to attend the 2022 Hybrid DENR Year-End Employees' General Assembly on December 9, 2022, 8:30AM – onwards.
2. All officials and personnel are encouraged to attend the program at the venue. To those who will attend via Zoom, the link would be:
Meeting ID: 922 0428 4974
Passcode: DENR2022
3. All virtual attendees must use the Username's format as:
DENR CO Juan Dela Cruz or
FMB Juan Dela Cruz
4. Zoom host will let you in at 8:15AM on December 9, 2022.
5. Ensure that the respective microphone is **MUTE** while the program is on-going.
6. We will be implementing a color-coded attire/shirt during the day, as follows:
 - **Luzon cluster** : **Red**
 - **Visayas cluster** : **Green**
 - **Mindanao** : **Blue**
 - **Bureaus and Attached Agencies** : **Yellow**
 - **Central Office** : **White**
7. Bring your own water tumbler; water refilling stations will be set-up at the venue.
8. Observe proper waste management during the activity.
9. Signage will be placed inside the multi-purpose hall to mark the designated areas of face-to-face attendees.

ATTY. ERNESTO D. ADOBO JR., CESO I
Undersecretary

Legal, Administration, Human Resources and
Legislative Affairs and Chairperson, Oversight
Committee for 2022 DENR Hybrid Year-End
Employees' General Assembly



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2022 HYBRID DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY
Theme: "Green Christmas, Full of Love and Hope"
December 9, 2022, DENR Multi-Purpose Building and
via Zoom video conferencing application

ADVISORY

To: All Bureau Directors, Heads of Attached Agencies and Regional Executive Directors

1. All Officials and employees from the Central Office, Bureaus, Attached Agencies, Regional Executive Directors (REDs), EMB and MGB Regional Directors (RDs), Provincial Environment and Natural Resources Offices (PENROs) and Community Environment and Natural Resources Offices (CENROs) are invited to attend the 2022 Hybrid DENR Year-End Employees' General Assembly on December 9, 2022, 8:30AM – onwards.
2. All Offices are encouraged to use and/or install a projector to view/watch the program as a group. Minimum public health protocols must still be followed.
3. Zoom link for the following offices:
Meeting ID: 915 1723 6830
Passcode: DENR2022
4. All virtual attendees must use the Username's format as:
Region 1 Juan Dela Cruz or
Region 1 PENRO Ilocos Norte
5. Zoom host will let you in at 8:15AM on December 9, 2022.
6. Ensure that the respective microphone is **MUTE** while the program is on-going.
7. All Regional Offices, Bureaus, and Attached Agencies are likewise requested to send a minimum of thirty (30) and maximum of fifty (50) personnel.
8. We will be implementing a color-coded attire/shirt during the day, as follows:
 - **Luzon cluster** : **Red**
 - **Visayas cluster** : **Green**
 - **Mindanao** : **Blue**
 - **Bureaus and Attached Agencies** : **Yellow**
 - **Central Office** : **White**
9. Bring your own water tumbler; water refilling stations will be set-up at the venue.
10. Observe proper waste management during the activity.
11. Signage will be placed inside the multi-purpose hall to mark the designated areas of face-to-face attendees.

ATTY. ERNESTO D. ADOBO JR., CESO I
Undersecretary

Legal, Administration, Human Resources and
Legislative Affairs and Chairperson, Oversight
Committee for 2022 DENR Hybrid Year-End
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NOV 11 2022

SPECIAL ORDER

No. 2022- 781

SUBJECT: AUTHORIZING THE CONDUCT OF THE 2022 DENR HYBRID YEAR-END EMPLOYEES' GENERAL ASSEMBLY AND THE CREATION OF OVERSIGHT AND WORKING COMMITTEES

In the interest of the service and to strengthen unity and solidarity of officials and employees amidst the challenges we are facing as stewards of the environment, the conduct of a hybrid program for the 2022 DENR Year-End Employees' General Assembly to be held on December 9, 2022 at the DENR Multi-Purpose Building, is hereby authorized.

The following Oversight and Working Committees shall be created to be composed of the following officials and personnel:

I. Oversight Committee

- | | | |
|--------------|---|---|
| Chairpersons | - | Undersecretary for Organizational Transformation
Undersecretary for Legal, Administration, Human Resources and Legislative Affairs |
| Members | - | Undersecretary and Chief of Staff |
| | - | Undersecretary for Policy, Planning and International Affairs |
| | - | Undersecretary for Finance, Information Systems and Climate Change |
| | - | Undersecretary for Field Operations - Luzon, Visayas and Environment |
| | - | Undersecretary for Field Operations-Mindanao |

The Oversight Committee shall supervise the preparatory activities undertaken by different working committees and ensure the effective, efficient and economical use of resources to maximize the benefits to be derived from the activity and to achieve the intended purpose.

II. Working Committees

1. Program Committee

- | | | |
|-------------|---|---|
| Chair | - | Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives |
| Vice-Chairs | - | Director, Strategic Communication and Initiatives Service |
| | - | Executive Director, Task Force Tayo ang Kalikasan and Assistant Director for Strategic Communication and Initiatives Service |
| Members | - | Chief, Strategic Alliance and Environmental Partnership Division
Chief, Development Communication Division
Chief, Public Information Division
Chief, Network Infrastructure Management Division
Chief, Training and Development Division
President, DENR Employees Union (DENREU)
President, Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4) |

- a. Plan and organize the different segments incorporated in the program;
- b. Manage the use of video conferencing application together with the Coordination and Management Committee;
- c. Coordinate all the tasks of the different Committees and report details to the Oversight Committee; and
- d. Oversee and supervise the actual implementation of the activity.

2. Ways and Means Committee

Chair	-	Assistant Secretary for Finance, Information Systems and Mining Concerns
Vice-Chairs	-	Director, Financial Management Service
Members	-	Chief, Property and Supply Management Division Chief, Accounting Division Chief, Budget Division Chief, Management Division Chief, Personnel Division Chief, General Services Division Chief, Cashier Unit - General Services Division Representative, DENREU Representative, K4

- a. Consolidate and facilitate the processing of funding requirements submitted by the working committees as approved by the Oversight Committee;
- b. Coordinate with the external service providers and/or concerned Committee and the requirements to process payments;
- c. Formulate and implement the guidelines should the Oversight and Working Committees decide to conduct raffle draws; and
- d. Prepare and implement mechanics and guidelines should there be any benefits that may be provided for the welfare of the officials and personnel, and manage the distribution of the same.

3. Coordination, Management and Virtual Program Committee

Chair	-	Executive Director, Task Force Tayo ang Kalikasan and Assistant Director for Strategic Communication and Initiatives Service
Vice-Chair	-	Director, Knowledge and Information Systems Service
Members	-	Director, Human Resource Development Service Director, Strategic Communication and Initiatives Service Chief, Career Development Division Representative, Office of the Undersecretary for Field Operations – Luzon, Visayas, and Environment Representative, Office of the Undersecretary for Field Operations – Mindanao Representative, Office of the Assistant Secretary for Field Operations – Luzon and Visayas Representative, Office of the Assistant Secretary for Field Operations – Western Mindanao Representative, Training and Development Division Representative, Personnel Division Representative, Development Communication Division Representative, Network Infrastructure Management Division

- a. Coordinate the flow of the activities with the officials and employees from Central Office, Bureaus, Attached Agencies and regional offices;
- b. Draft related communication and/or advisory and disseminate information and zoom link to concerned offices;
- c. Co-manage and set-up cameras, cable, lapel, and the use of video-conferencing application in coordination with the Program Committee;
- d. Safeguard the disruption of computer networks/systems, and applications; and
- e. Ensure stable and secured virtual and live feed event.

4. Physical Arrangement Committee

Chair - Director, Administrative Service
Vice-chair - Chief, General Services Division
Member - Chief, Network Infrastructure Management Division
Representative/s, Strategic Communication and Initiatives Service

- a. Plan and implement the approved physical set-up including the design and decorations of the venue, virtual background and other appropriate props in coordination with other Committees;
- b. Identify and procure and/or rent appropriate light and sound equipment and other logistical requirements;
- c. Ensure health and safety protocols are being followed during the activity in coordination with Coordination and Management Committee; and
- d. Maintain cleanliness and orderliness within the activity venue and strictly implement EMS practices.

5. Food Committee

Chair - Director, Administrative Service
Vice-Chair - Director, Human Resource Development Service
Members - Representative/s, Training and Development Division
Representative/s, Management Division
Representative/s, Personnel Division
Representative/s, Cashier Unit
Representative/s, DENREU

- a. Select, recommend and engage food providers;
- b. Monitor all food providers to follow EMS rules and regulations; and
- c. Prepare and recommend the guidelines in the proper distribution of food.

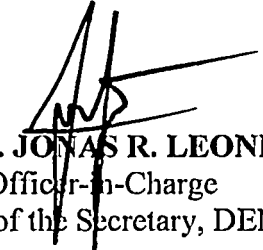
The Registration Committee shall be handled by the Personnel Division while Thanksgiving Mass Committee shall be handled by the DENR Catholic Community. They shall perform the usual work assignments traditionally handled by the said committees.

As such, the Oversight and Working Committees shall convene to plan details of the event and provide the undersigned updates and status report.

Likewise, all officials and employees of the DENR at the Central Office, Bureaus and Attached Agencies shall be enjoined to participate and support the said activity. Moreover, everyone is requested to observe the minimum public health standards set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, such as physical distancing and wearing of face masks.

All expenses to be incurred including expenditures shall be charged against identified DENR funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.


ATTY. JONAS R. LEONES
Officer-in-Charge
Office of the Secretary, DENR

