



**MEMORANDUM**

**FOR/TO : HEAD EXECUTIVE ASSISTANT**  
**ALL UNDERSECRETARIES**  
**ALL ASSISTANT SECRETARIES**  
**ALL CENTRAL OFFICE/SERVICE DIRECTORS**  
**ALL BUREAU DIRECTORS**  
**ALL HEADS OF ATTACHED AGENCIES**  
**AND OTHER OFFICIALS**

**FROM : THE UNDERSECRETARY AND CHIEF OF STAFF**

**SUBJECT : DISSEMINATION OF CONCURRENCE GUIDE FOR OFFICES OF UNDERSECRETARIES**

**DATE : NOV 20 2023**

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In the interest of service and as agreed during the meeting presided by the Head Executive Assistant (HEA) on 13 November 2023, all documents submitted to the Office of the Secretary (OSEC) shall require complete comments and initials affixed by the reviewing Undersecretaries. Further, the originating Office of the Undersecretary shall have the primary responsibility of securing comments and initials of all Undersecretaries concerned prior to submission to the OSEC.

For this purpose, hereby disseminated is the Concurrence Guide as reference for all DENR Offices, Services, Bureaus and Attached Agencies. All documents submitted to the OSEC with incomplete comments and initials shall be returned directly to the respective originating offices for appropriate staff action and adherence to the Concurrence Guide.

For strict compliance.

  
**MARILOU G. ERNI**

Enclosure: Concurrence Guide for Bureaus/ Attached Agencies and Central Office

MEMO NO. 2023 - 1005



# CONCURRENCE GUIDE: CENTRAL OFFICE

SERVICE/ OFFICE	STEP 2 TO COMMENT/ CONCUR (SITUATIONAL/ CASE-TO-CASE; ANY ORDER WILL FOLLOW)										STEP 3 TO COMMENT IF OKAY FOR SENR TO SIGN	STEP 4 FINAL RECOMMENDATION	
	STEP 1 TO SUBMIT / ENDORSE (as Supervising Usec)	Usec Jonas Leonas (policy or planning concern)	Usec Analiza Rebuella-Teh (finance, climate change, or IT concern)	Usec Augusto Dela Peña (human resource or organizational concern; involves military/ security matters)	Usec Juan Miguel Cuma (involves Luzon or Visayas field offices)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)			Usec Carlos Primo David (science or water concern)
LAS AS	Usec Ernest Adobo Jr.											Usec Ignatius Loyola Rodriguez	Usec Ignatius Loyola Rodriguez
PPS FRSPS	Usec Jonas Leonas	Usec Analiza Rebuella-Teh (finance, climate change, or IT concern)	Usec Augusto Dela Peña (human resource or organizational concern; involves military/ security matters)	Usec Juan Miguel Cuma (involves Luzon or Visayas field offices)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	N/A	N/A	Usec Ignatius Loyola Rodriguez (contract/ legal agreement concern)
HRDS ELEPS	Usec Augusto Dela Peña	Usec Jonas Leonas (policy or planning concern)	Usec Analiza Rebuella-Teh (finance, climate change, or IT concern)	Usec Juan Miguel Cuma (involves Luzon or Visayas field offices)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Ignatius Loyola Rodriguez	Usec Ignatius Loyola Rodriguez	Usec Ignatius Loyola Rodriguez
CCS RIS FMS Others: GEF CCC	Usec Analiza Rebuella-Teh	Usec Jonas Leonas (policy or planning concern)	Usec Augusto Dela Peña (human resource or organizational concern; involves military/ security matters)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	N/A	N/A	Usec Ignatius Loyola Rodriguez (contract/ legal agreement concern)
Luzon and Visayas Field Offices CARP-NCO	Usec Juan Miguel Cuma	Usec Jonas Leonas (policy or planning concern)	Usec Analiza Rebuella-Teh (finance, climate change, or IT concern)	Usec Augusto Dela Peña (human resource or organizational concern; involves military/ security matters)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Ignatius Loyola Rodriguez	Usec Ignatius Loyola Rodriguez	Usec Ignatius Loyola Rodriguez
Mindanao Field Offices	Usec Josefin Marcus Fraga	Usec Jonas Leonas (policy or planning concern)	Usec Analiza Rebuella-Teh (finance, climate change, or IT concern)	Usec Augusto Dela Peña (human resource or organizational concern; involves military/ security matters)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Ignatius Loyola Rodriguez	Usec Ignatius Loyola Rodriguez	Usec Ignatius Loyola Rodriguez
LLO	Usec Ignatius Loyola Rodriguez	Usec Jonas Leonas (policy or planning concern)	Usec Analiza Rebuella-Teh (finance, climate change, or IT concern)	Usec Augusto Dela Peña (human resource or organizational concern; involves military/ security matters)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	N/A	N/A	Usec Ignatius Loyola Rodriguez
MBCO RBCO PRC/MO	Usec Carlos Primo David	Usec Jonas Leonas (policy or planning concern)	Usec Analiza Rebuella-Teh (finance, climate change, or IT concern)	Usec Augusto Dela Peña (human resource or organizational concern; involves military/ security matters)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	N/A	N/A	Usec Ignatius Loyola Rodriguez (contract/ legal agreement concern)
SCS IAS Action Center	Usec Manlou Emi	Usec Jonas Leonas (policy or planning concern)	Usec Analiza Rebuella-Teh (finance, climate change, or IT concern)	Usec Augusto Dela Peña (human resource or organizational concern; involves military/ security matters)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	Usec Josefin Marcus Fraga (involves Mindanao field offices)	Usec Ernest Adobo Jr. (legal cases, contract/ agreement, or admin)	Usec Carlos Primo David (science or water concern)	N/A	N/A	Usec Ignatius Loyola Rodriguez (contract/ legal agreement concern)