



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

**MEMORANDUM**

**FOR** : **The Undersecretaries**  
**The Assistant Secretaries**

**FROM** : **The Undersecretary**  
Policy, Planning, and International Affairs

**The Undersecretary**  
Finance, Information Systems, and Climate Change

**SUBJECT** : **FY 2023 Financial Performance**

**DATE** : **13 April 2023**

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This refers to our agreement (attached hereto as **Annex A**) during the Full-time Delivery Unit (FDU) meeting held last 14 September 2022 at the Forest Management Bureau (FMB) Conference Room regarding the financial performance of offices in the Central Office.

Based on the Financial Monitoring Report of the Budget Division, the Financial Performance as of **31 March 2023** of the following offices is as follows:

OFFICE	ALLOTMENT	SUB-ALLOTMENT ADVICE (SAA)	OBLIGATIONS	BALANCE OF ALLOTMENT	Budget Utilization Rate
Policy and Planning Service	23,050	8,800	2,557	11,693	49.27%
Internal Audit Service	2,800		1,152	1,648	41.15%
Strategic Communication and Initiatives Service	44,250	280	14,230	29,740	32.79%
Administrative Service	29,197		8,081	21,116	27.68%
Foreign Assisted and Special Projects Service	80,560	7,705	7,153	65,703	18.44%
Legal Affairs Service	43,900		7,195	36,705	16.39%
Financial and Management Service	28,550	515	3,438	24,597	13.85%
Human Resource Development Service	61,700		7,885	53,815	12.78%
Knowledge and Information Systems Service	462,181		43,874	418,307	9.49%
Climate Change Service	65,140	1,722	3,056	60,362	7.33%
<b>TOTAL</b>	<b>841,328</b>	<b>19,022</b>	<b>98,621</b>	<b>723,686</b>	<b>13.98%</b>

*\*In Thousand Pesos*

As agreed during the meeting, offices with below 30% budget utilization, will be requested to submit justification/explanation and a catch-up plan to reflect the specific measures to be undertaken to ensure the attainment of physical and financial targets.

In this regard, please submit the same to the Policy and Planning Service and Financial and Management Service not later than 21 April 2023.

For your immediate appropriate action.

**ATTY. JONAS R. LEONES**

  
**ATTY. ANALIZA REBUELTA-TEH**

*cc: Service Directors*



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](mailto:web@denr.gov.ph); Website: [www.denr.gov.ph](http://www.denr.gov.ph)

**MEMORANDUM**

FOR : The Undersecretary  
Policy, Planning and International Affairs

FROM : The Chief  
Management Division

SUBJECT : **HIGHLIGHTS OF FULL-TIME DELIVERY UNIT (FDU)  
MEETING ON 13 APRIL 2023**

DATE :

Respectfully submitting the Highlights of Full-Time Delivery Unit (FDU) Meeting held on 13 April 2023 at FMB Conference Room and by way of Zoom Video Conference.

For information and further instructions.

  
EVELYN G. NILLOSAN

CC: Undersecretary, Finance, Information Systems and Climate Change  
Assistant Secretary, Finance, Information Systems and Mining Concerns  
Director, Financial and Management Service  
Chief, Accounting Division  
Chief, Budget Division

## HIGHLIGHTS OF THE FULL-TIME DELIVERY UNIT MEETING

Date and time of Meeting: April 13, 2023, 09:00 – 12:00 PM

Venue: FMB Conference Room

By Way of Zoom through this link: <https://bit.ly/Pre1stFDUMeeting2023>

**I. The meeting was called to discuss the following Agenda:**

1. Physical Performance of Major Programs
2. Status of FY 2023 Work and Financial Plan
3. Financial Performance
4. Updates on Procurement Activities
5. Updates on Building Repairs and Constructions
6. Other matters
7. Agreements/Next Steps

**II. In attendance were:**

NAME	POSITION/OFFICE
<b>CENTRAL OFFICE:</b>	
Atty. Jonas R. Leones	Undersecretary for Policy, Planning and International Affairs
Engr. Nonita S. Caguioa	Assistant Secretary for Finance, Information Systems and Mining Concerns
Marcial C. Amaro Jr.	Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects and BMB Director, in concurrent capacity
Arleigh J. Adorable	OIC, Assistant Secretary for Field Operations – Western Mindanao and FMB Director, in concurrent capacity
Angelito V. Fontanilla	Director, Financial and Management Service
Maria Elena A. Morillos Manila	Director, Knowledge and Information Systems Service
Rolando R. Castro	Director, Administrative Service
Cheryl Loise T. Leal	OIC Director, Policy and Planning Service
Miriam M. Marcelo	OIC Director, Human Resource Development Service
Diña M. Nillosan	Chief, Accounting Division
Maybell N. Mangubos	Chief, Budget Division
Evelyn G. Nillosan	Chief, Management Division
Engr. Gilbert C. Mondroy	Chief, Property and Supply Management Division
Melinda C. Capistrano	Chief, Planning and Programming Division
Mabel F. Coloma	OIC Chief, Operations Audit Division
Representatives from:	Office of USEC FISCC, Office of USEC LAHRLA, Office of USEC PPIA, Office of ASEC FISMIC, FMS-Accounting Division, Budget Division and Management Division, Administrative Service-GSD, Administrative Service-PSMD, FASPS-PAMD, HRDS-TDD, IAS-MAD, IAS-OAD, SCIS, LAS, CCS, MBCO, RBCO
<b>BUREAUS AND ATTACHED AGENCIES:</b>	
Emmanuel M. Cuison	Chief Administrative Officer, Ecosystems Research and Development Bureau
Arian Leu L. Legaspi	Administrative Officer V, AFMD, Budget Section, Environmental Management Bureau
Paulina S. Bernabe	Planning Officer III, Support Services Branch, NAMRIA
Nancy R. Corpuz	OIC, Biodiversity Policy and Knowledge Management Division, Biodiversity Management Bureau
Zosimo I. Pedron	Chief, Budget Unit, Forest Management Bureau
John Francisco A. Pontillas	Chief Planning Officer, Admin. and Finance, Palawan Council for Sustainable Development Staff
Flerilynn M. Estorninos-De Leon	Engineer III, PPD, National Water Resources Board
Representatives from:	EMB, MGB, BMB, ERDB, LMB, PCSDS, NAMRIA, PRCMO

### III. Highlights of the Meeting:

The meeting started at 09:00 AM. It was presided by Undersecretary Jonas Leones. The following are the highlights of the discussions:


#### Summary of Agreements/Next Steps

1. *Physical Performance of Major Programs*
  - PPS shall consider the accomplishments this year in setting the targets for next year.
  - PPS shall request a justification from the offices concerned that have under/over 25% accomplishments.
  - PPS shall have a meeting on April 21, 2023 with the concerned offices to reconcile the figures of actual accomplishments and report from DBM. Also, prepare a letter for DBM on the submission of the corrected figures.
2. *Status of FY 2023 Work and Financial Plan*
  - PPS shall prepare a memorandum for concerned offices on the submission of Work and Financial Plan (WFP), deadline of submission is on April 30, 2023.
  - PPS and FMS shall fast track the approval of Central Office Based Fund (COBF) WFPs, deadline is on April 14, 2023.
  - FMS shall fast track the approval of WFPs of Regions 1, 2, 3 and 7, deadline is on April 14, 2023.
3. *Financial Performance*
  - PPS shall prepare a memorandum for NCR requiring to submit WFP for the continuing appropriations of Pasig River Rehabilitation, deadline is before the meeting on April 19, 2023.
  - PPS shall require catch-up plan for the offices with below 30% utilization rate, deadline of submission is on April 27, 2023.
  - FMS, Budget Division to prepare a memorandum for supervising USECs and ASECs of the concerned offices to follow-up justification on the low utilization of funds, to be signed by USEC PPIA copy furnished the Office of the Secretary on April 14, 2023.
  - PPS and FMS shall require catch-up plan for continuing appropriations that was already downloaded and will be obligated by the Regional Offices, deadline of submission is on April 27, 2023.
4. *Updates on Procurement Activities*
  - PSMD shall provide assistance and feedback on the concerns of MBCO.
5. *Updates on Building Repairs and Constructions*
  - Administrative Service in coordination with NRDC shall prepare the WFP of L&S, deadline is on April 21, 2023.
  - Administrative Service shall secure a copy of WFP of the Duplicate Office in Clark and provide its status, deadline is on April 21, 2023.
  - Administrative Service shall endorse a copy of Roadmap for infrastructures including the Regional Offices to FMS, deadline is on April 21, 2023.
6. *Other Matters*
  - Requirements for SONA shall be submitted on April 14, 2023.
7. *Next Steps*
  - Tentative Schedule of next FDU meeting is on July 19, 2023, Wednesday at 9:00 AM.


**IV. Adjournment**

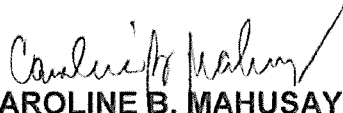
As there were no other queries and matters raised, meeting was adjourned at 12:00 PM.

Prepared by:

  
**ANNA REGINA A. VEGA**  
Administrative Officer IV

Noted by:

  
**MARC GENESIS C. BAUZON**  
Administrative Officer II

  
**CAROLINE B. MAHUSAY**  
Administrative Officer IV

Recommended by:

  
**EVELYN G. NILLOSAN**  
Chief, Management Division

Approved by:

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

Cc: The Undersecretary, Finance, Information Systems and Climate Change  
The Assistant Secretary, Finance, Information Systems and Mining Concerns  
The Director, Financial and Management Service  
The Chief, Accounting Division  
The Chief, Budget Division