



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**

**NOTICE OF MEETING**

- FOR :** All Bureau Directors (FMB, BMB, LMB, ERDB, EMB and MGB)  
Administrator, NAMRIA  
All Service Directors  
Executive Directors (NWRB, PCSDS, RBCO, MBCO, PRCMO and  
CARP)  
Directors, Action Center/Hotline 888, Special Projects and Priority  
Programs, Legislative Liaison Office
- ATTENTION:** Chief Planning Officers, All Bureaus, Attached Agencies  
Division Chiefs, All Services, Field Operations Group, Strategy  
Management and Organizational Transformation Office  
Selected Staff, PPD, PMED and FMS
- FROM :** The OIC, Director  
Policy and Planning Service
- AGENDA :** MEETING/WRITESHOP FOR FY 2024 OPERATIONAL  
PLANNING GUIDELINES
- VENUE :** ASEC for International Affairs Conference Room  
5<sup>th</sup> Floor, DENR Main Building
- DATE :** October 5 – 13, 2023

With reference to the formulation of FY 2024 Operational Planning Guidelines, the Policy and Planning Service will conduct a meeting/writeshop to discuss and finalize the guidelines.

Below is the schedule per Office:

<b>DATE</b>	<b>TIME</b>	<b>NAME OF OFFICE</b>
October 5, 2023	9:00 AM 1:00 PM	Environmental Management Bureau Biodiversity Management Bureau
October 6, 2023	9:00 AM 1:00 PM	Land Management Bureau Ecosystem Research and Development Bureau Mines and Geosciences Bureau MBCO PRCO
October 9, 2023	9:00 AM 1:00 PM	Forest Management Bureau NWRB/RBCO/WRMO

MEMO NO. 2023 - 865

Visayas Avenue, Diliman, Quezon City 1100, Philippines  
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<b>DATE</b>	<b>TIME</b>	<b>NAME OF OFFICE</b>
October 10, 2023	9:00 AM  1:00 PM	Administrative Service Human Resource and Development Service Strategy Management and Organizational Transformation Office (CDD) Foreign Assisted and Special Projects Service Special Projects and Priority Programs
October 11, 2023	9:00 AM  1:00 PM	Strategic Communication and Initiatives Service Field Operations Group (Stakeholders Management and Conflict Resolution Division) NAMRIA PCSDS CARP Legislative Liaison Office Action Center/Hotline 888
October 12, 2023	9:00 AM  1:00 PM	Knowledge and Information System Service/ Geospatial Database Office Legal Affairs Service Climate Change Service (including GAD) Internal Audit Service ELEPS
October 13, 2023	9:00 AM	Financial Management Service Policy and Planning Service
October 5 – 13, 2023	9:00 AM onwards	PPD, PMED and Budget Division

Your attendance is hereby enjoined.

  
**CHERYL LOISE T. LEAL, EnP.**