



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



BAGONG PILIPINAS

MEMORANDUM

FOR : **All Undersecretaries**

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

SUBJECT : **SENR DIRECTIVES ON THE ENHANCED PROCESSES OF THE SUBMISSION AND APPROVAL OF WFP AND COMPLIANCE TO CONGRESSIONAL AND SENATE ISSUES DURING EXECOM MEETING NO. 2024-07 HELD ON 20 FEBRUARY 2024 1:30 PM AT THE OSEC CONFERENCE ROOM**

DATE : **MAR 01 2024**

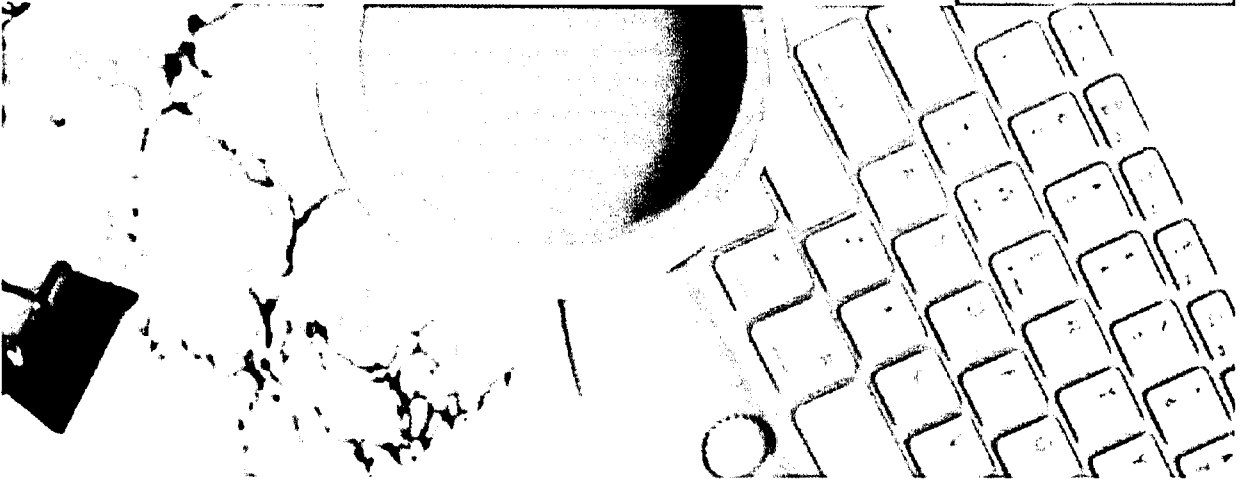
In the discussion of the agenda regarding the enhanced processes of the submission and approval of the Work and Financial Plan (WFP) and compliance to Congressional and Senate issues, during Executive Committee Meeting No. 2024-07 held on 20 February 2024, the Secretary instructed all the Undersecretaries to 1) provide feedback on the attached enhanced process flow for the submission and approval of WFP and the Compliance to Congressional and Senate issues; and 2) submit your own version of the diagram (*if necessary*).

Relative thereto, please submit your responses to this Office **on or before 06 March 2024**. You may also submit your responses through this email address: ouppia@denr.gov.ph, copy furnished policy@denr.gov.ph.

For your information and consideration, please.


ATTY. JONAS R. LEONES

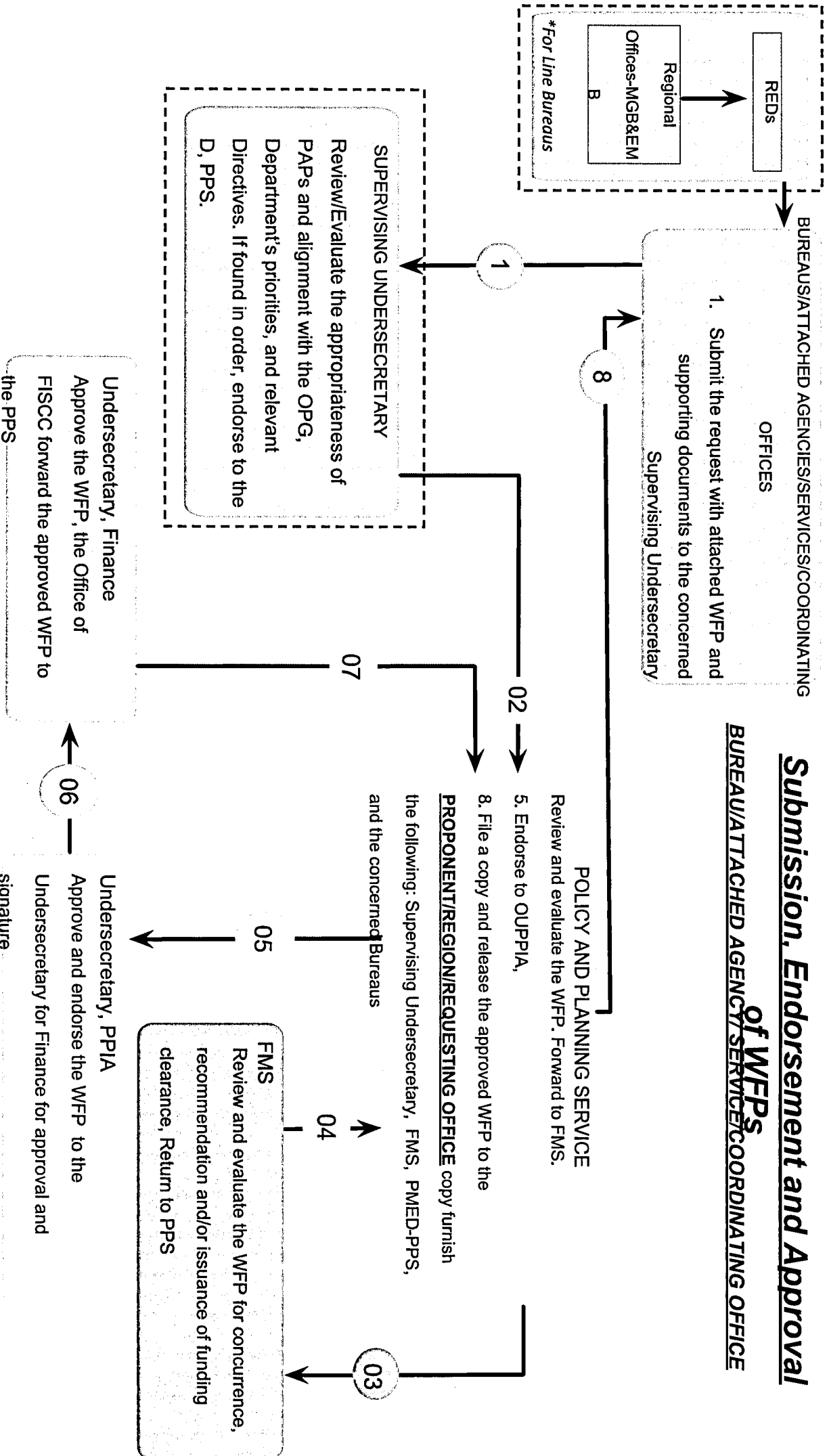
MEMO NO. 2024 - 203



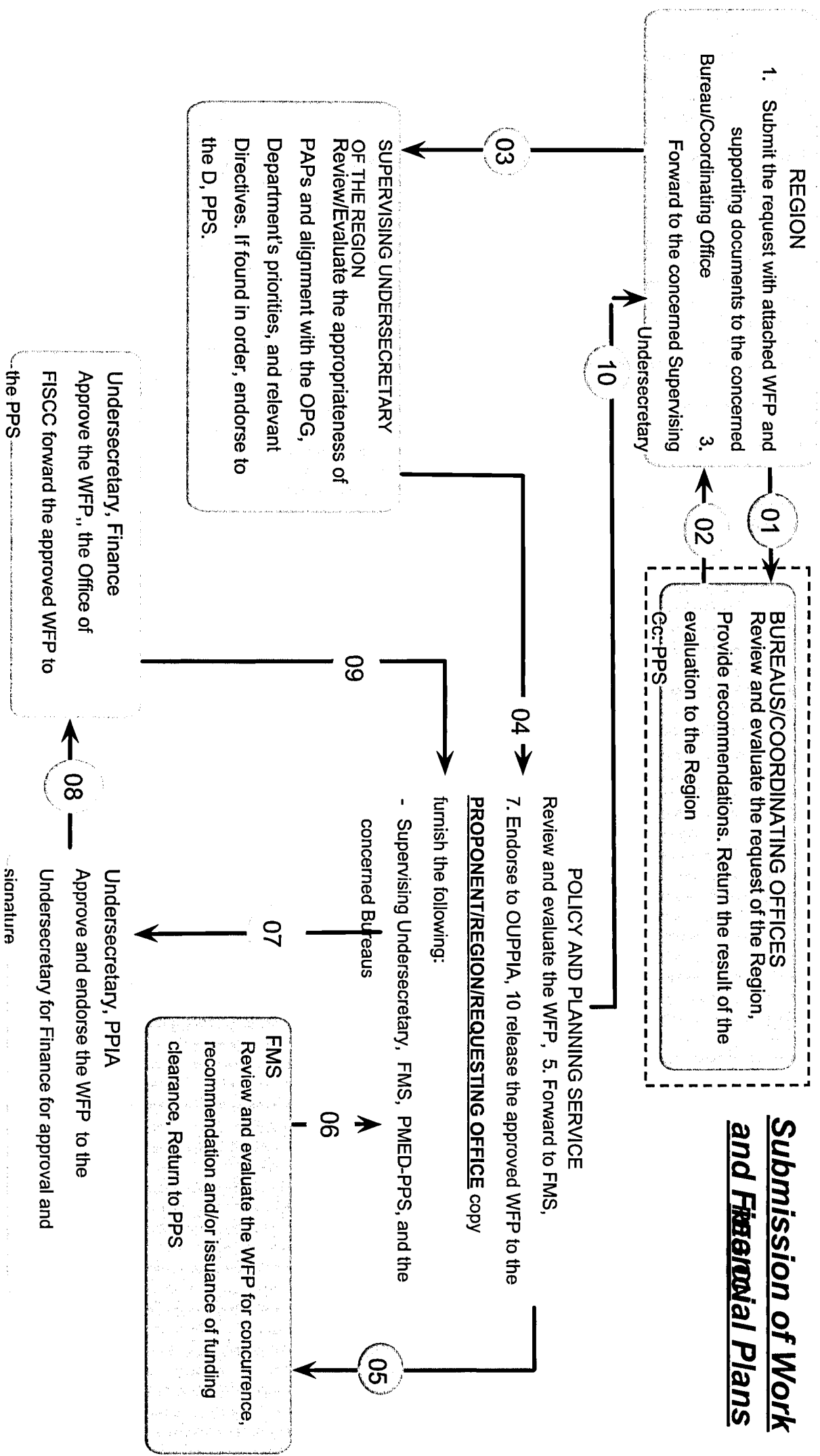
**Enhanced Process Flow for
the Submission and
Approval of Work and
Financial Plans and
Congressional / Senate
Issues Reporting System**

Submission, Endorsement and Approval

BUREAU/ATTACHED AGENCY/ SERVICE/ COORDINATING OFFICE of WFPs



Submission of Work and Financial Plans



CONGRESSIONAL / SENATE ISSUES REPORTING SYSTEM

Pre-Committee Hearing

Policy and Planning Service

1 Prepare the list of Congressional and Senate issues / concerns / requests raised during prior Fiscal Year's Budget Hearing and Plenary.

Prepare a Memo to all concerned Offices / Bureaus requesting for updates, one month prior to the Committee Hearing.

Bureaus / Regional Offices / Central Office Services

2 Submit updates, including supporting documents, to the PPS.

Policy and Planning Service

3 Review, consolidate and package the submitted updates; and provide these to SENR and Usecs for PPIA, FISCC, FOs.

During House / Senate Deliberations

Office of the Supervising Usecs for Field Operations concerned

1 Prepare a Memo (set a deadline) to Regions requesting the submission of issues / concerns, copy furnish the PPS.

Prepare Google sheets as workspaces for real-time inputting of issues / concerns from the regions, copy furnish the PPS.

Regional Offices

2 Prepare, consolidate and submit the list of issues / concerns to their respective Supervising USec via Google sheets.

Policy and Planning Service

3 Package all the issues / concerns and provide copies to SENR and Usecs for PPIA and FISCC.

Legislative Liaison Office / Policy and Planning Service

4 LLO and PPS to spearhead the documentation during the Budget Hearing and Plenary.

LLO to prepare a Memo farming out the consolidated issues / concerns / requests to all concerned Regions / CO Services / Staff and Line Bureaus, copy furnish the respective Supervising Usecs and the PPS.

Office of the Supervising Usecs of the Regions / Bureaus and Services concerned

5 Follow up and consolidate the responses to the issues / concerns / requests. Submit to LLO copy furnish PPS.

Review and ensure the accuracy and completeness of the submitted data / information addressing the issues / concerns / requests of the Congressmen and Senators.

Legislative Liaison Office

6 Review and consolidate responses by Congressman/Senator, submit and liaise with the House of Representatives and Senate and provide updates and status of submission to the Offices of Supervising Usecs and PPS.