



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



MEMORANDUM

FOR/TO : Undersecretary for Policy, Planning and International Affairs
Assistant Secretary for Finance, Information Systems and Mining Concerns
Assistant Secretary for Policy and Planning, Foreign Assisted and Special Projects
Head Executive Assistant
All Bureau Directors (BMB, ERDB, EMB, LMB, FMB and MGB)
Heads of Attached Agencies (NAMRIA, NWRB and PCSDS)
All Service Directors
Executive Directors (MBCO, RBCO, PRCMO)
Members of the FDU Technical Working Group
Representative from Undersecretary for Legal and Administration

FROM : The Undersecretary
Finance, Information Systems and Climate Change

SUBJECT : Full-Time Delivery Unit (FDU) Meeting

DATE : MAR 13 2024

Please be informed that the 1st quarterly meeting of the FDU for this year will be on **April 17, 2024 (Wednesday), at 9:00 AM Onwards at the 6th floor Conference Room, Office of the Undersecretary for Legal and Administration.**

The following officials are hereby requested to attend the meeting face-to-face:

1. Assistant Secretary for Policy and Planning, Foreign Assisted and Special Projects
2. Directors of FMS, PPS, FASPs, and FMB;
3. Division Chiefs of FMS (Accounting, Budget, and Management)

Other participants shall attend via Zoom. Platform.

All participants are requested to accomplish the online pre-registration form on or before **April 12, 2024**, thru this link: <https://bit.ly/Pre1stFDUMeeting2024>. The Zoom link, meeting ID, and passcode will be sent thru email to the participants who accomplished the online pre-registration form.

The Office of the Director, FMS will coordinate with the concerned offices regarding their reports and presentation for the meeting.

Please find attached the program and agenda for the said meeting.

For further details and assistance, please call Ms. Caroline B. Mahusay or Ms. Lea Marie F. Blas of the Management Division at telephone no. 8926-69-98, or VOIP nos. 8249-3367 and 8248-3367 loc. 1027/1028.

Your attendance at the said meeting is hereby enjoined.


ATTY. ANALIZA REBUELTA-TEH

MEMO NO.-2024-248

FULL-TIME DELIVERY UNIT (FDU)

1st Quarter Physical and Financial Performance Review

April 17, 2024 / 9:00 AM Onwards at the 6th floor, Conference Room, Office of the
Undersecretary for Legal and Administration, DENR-Main Bldg., Visayas Avenue, Diliman,
Quezon City

PROGRAMME

AGENDA	PRESENTER
<p>1. Physical Performance of Major Programs</p> <ul style="list-style-type: none">• FY 2023 (as of December) <p>2. Status of FY 2024 Work and Financial Plan</p> <ul style="list-style-type: none">• Central Office• Staff Bureaus• Regional Offices• Line Bureaus/Attached Agencies	<p>Cheryl Loise T. Leal OIC-Director Policy and Planning Service</p>
<p>Financial Performance</p> <ul style="list-style-type: none">• As of December 2023 / 1st Quarter 2024<ul style="list-style-type: none">a. Budget Utilization<ul style="list-style-type: none">• Central Office• Consolidated DENR Officesb. NCA Utilization as of March 31, 2024<ul style="list-style-type: none">• Central Office• Consolidated DENR Officesc. Revenue as of:<ul style="list-style-type: none">• 4th Quarter 2023• 1st Quarter 2024	<p>Imelda R. Dela Cruz OIC-Director, Financial and Management Service</p>
<p>Updates on Procurement Activities</p> <ul style="list-style-type: none">• FY 2023 Status – as of 4th Quarter• Early Procurement activities for FY 2024	<p>Engr. Gilbert C. Mondroy Chief, Property and Supply Management Division</p>
<p>Updates on Building Repairs and Construction/Establishment of Database and Road Map for DENR Building</p>	<p>Director Rolando R. Castro Administrative Service</p>
<p>Other Matters</p>	
<p>Agreements/Next Steps</p>	<p>Atty. Analiza Rebuelta-Teh Undersecretary, Finance, Information Systems and Climate Change</p>