



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



**NOTICE OF MEETING**

**FOR :** CAAR Focal Persons, Alternate Focal Persons and IT Personnel:

- Biodiversity Management Bureau
- Land Management Bureau
- Region II
- Region VI
- Region XI
- Central Office-Accounting Division

**Concerned Staff:**

- Management Division
- Information Systems Division

**FROM :** The OIC-Director  
Financial and Management Service

**AGENDA :** **CONDUCT OF PILOT TESTING OF THE COA  
CONSOLIDATED ANNUAL AUDIT REPORT (CCAAR)  
SYSTEM**

You are hereby requested to participate in the pilot testing of the CCAAR System scheduled on **May 7, 2024, 9:00 AM** onwards via Zoom Video Conferencing.

Zoom Link:	<a href="https://bit.ly/PilotCAARSystem2024">bit.ly/PilotCAARSystem2024</a>
Meeting ID:	973 0034 8932
Passcode:	DENRCAAR

Your participation at the said pilot test run is hereby appreciated.

**IMELDA R. DELA CRUZ**

MEMO NO. 2024 - 383

**PILOT TESTING OF COA CONSOLIDATED ANNUAL AUDIT REPORT (CCAAR) SYSTEM**

**May 7, 2024, 9:00 – 5:00 PM via  
Zoom Video Conferencing**

**PROGRAM**

<b>TIME</b>	<b>ACTIVITIES</b>	<b>PRESENTER</b>
<b>9:00 – 9:15 AM</b>	<b>Opening Program</b> <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Introduction of Participants</li> </ul>	<b>MD CAAR Team</b>
<b>9:15 – 9:30 AM</b>	<b>Welcome Remarks</b>	<b>Imelda R. Dela Cruz</b> OIC Director, Financial and Management Service
<b>9:30 – 9:45 AM</b>	Background of CCAAR System	<b>Mario Bernabe R. Contreras, Jr.</b> Supervising Administrative Officer
<b>9:45 – 10:30 AM</b>	Presentation of the CCAAR System	<b>Honey May F. Parungao</b> <del>Administrative-Officer-II</del>
<b>10:30 – 12:00 noon</b>	Navigation of the CCAAR System	<b>Anna Regina A. Vega</b> <del>Administrative-Officer<sup>IV</sup></del>
<b>12:00 noon – 1:00 PM</b>	Lunch Break	
<b>1:00 – 3:30 PM</b>	Test Run of the CCAAR System	<b>Participants</b>
<b>3:30 – 4:45 PM</b>	Open Forum (Discussion on identified issues)	<b>MD CAAR Team</b>
<b>4:45 – 5:00 PM</b>	Closing Remarks	<b>Evelyn G. Nillosan</b> Chief, Management Division