



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



MEMORANDUM

FOR/TO : All Undersecretaries
The Head Executive Assistant
The Assistant Secretary for Policy, Planning, and Foreign Assisted and Special Projects
All Bureau Directors (BMB, ERDB, EMB, LMB, FMB and MGB)
The Heads of Attached Agencies (NAMRIA, NWRB and PCSDS)
All Service Directors
The Executive Directors (MBCO, RBCO, PRCMO)
The Members of the FDU Technical Working Group

FROM : The Undersecretary
Finance, Information Systems and Climate Change

SUBJECT : Full-Time Delivery Unit (FDU) Meeting

DATE : MAY 27 2024

Please be informed that the 1st quarterly meeting of the FDU for this year will be on **June 13, 2024 (Thursday), 9:00 am onwards (venue to be determined)**.

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

1. Undersecretary for Policy, Planning and International Affairs
2. Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects
3. Directors of FMS, PPS, FASPs, FMB and Administrative Service;
4. 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 **June 10, 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.

Also attached is the 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 to the said meeting is hereby enjoined.

MEMO NO. 2024 - 488


ATTY. ANALIZA REBUELTA-TEH

FULL-TIME DELIVERY UNIT (FDU)

1st Quarter Physical and Financial Performance Review

June 13, 2024 / 9:00 am onwards at the 3rd floor, Conference Room, Office of the Undersecretary for Field Operations-Luzon, Visayas and Environment, DENR-Main Bldg., Visayas Avenue, Diliman, Q.C.

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>3. 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>4. 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>5. 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>6. Other Matters</p>	
<p>7. Agreements/Next Steps</p>	<p>Atty. Analiza Rebuelta-Teh Undersecretary, Finance, Information Systems and Climate Change</p> <p>Atty. Jonas R. Leones Undersecretary, Policy, Planning and International Affairs</p>