



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



MEMORANDUM

TO : ALL MEMBERS, DENR PAYMENTS DIGITALIZATION TEAM
Steering Committee
DENR Central Office (CO) PDT
Staff Bureau PDT
Regional Office PDT
Provincial Environment and Natural Resources Office (PENRO)

REPRESENTATIVE/S
Community Environment and Natural Resources Office (CENRO)

FROM : THE UNDERSECRETARY
Legal and Administration and Chairperson, DENR PDT

SUBJECT : CONDUCT OF INCLUSIVE DIGITAL FINANCE: ORIENTATION
ON PAYMENT DIGITALIZATION

DATE : 20 June 2024

The Department of Environment and Natural Resources (DENR) will enhance its financial operations by adopting digital payment systems.

In line with this initiative, an orientation will be held on Tuesday, 25 June 2024, starting at 9:00 AM via Zoom Video Conference. The session will cover key topics including Executive Order No. 170, series of 2022, which mandates the adoption of digital payments for government disbursements and collections, as well as the formulation of a three-year payment digitalization plan to be discussed by the Bureau of the Treasury (BtR). Additionally, there will be a demonstration of the Land Bank of the Philippines (LBP) Link.BizPortal, aligning with DENR's strategy to leverage LBP's electronic banking services.

The objectives of the orientation are:

1. Provide an overview of Executive Order No. 170, s. 2022;
2. Demonstrate the Land Bank of the Philippines Link.BizPortal facility;
3. Identify payment and collection processes within DENR to be digitalized; and
4. Address questions and concerns regarding the implementation of digital payments.

All members of the Steering Committee, DENR-Central Office PDT, Staff Bureaus PDT, Regional Offices PDT, Provincial Environment and Natural Resources Offices (PENROs) PDT, and DENR-CO Secretariat pursuant to Special Orders No. 2023-325 and 2024-194, including the Collection Officers from the Community

Environment and Natural Resources Offices (CENROs) are enjoined in the
aforementioned orientation using the Zoom credentials below:

Meeting ID: 927 0496 1238


Password: DENRPDT

You are hereby requested to confirm your attendance through email address:
admin.od@denr.gov.ph on or before **24 June 2024 (Monday)** using the format
below:

Name	Position	Office	Email Address

Should you have any queries or require further assistance, you may contact
Ms. Revihilda V. Cendaña or Ms. Veronica D. Regalado from the Office of the
Director-Administrative Service at telephone number 02-8926-2691 or through the
aforementioned email address.

Your cooperation and support in this endeavour are greatly appreciated.


ATTY. ERNESTO D. ADOBO JR., CESO I



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JUN 02 2023

SPECIAL ORDER
No. 2023 - 325

SUBJECT : CREATION OF DENR PAYMENTS DIGITALIZATION TEAM (PDT) PURSUANT TO EXECUTIVE ORDER (EO) NO. 170, SERIES OF 2022 "ADOPTION OF DIGITAL PAYMENTS FOR GOVERNMENT DISBURSEMENTS AND COLLECTIONS"

In the interest of the service and pursuant to the provisions of EO No. 170 and its Implementing Rules and Regulations (IRR), the DENR Payments Digitalization Team (PDT) are hereby created to be composed of the following:

A. Steering Committee

Chairperson : Undersecretary for Legal and Administration
Vice Chairperson : Director, Administrative Service
Members : Director, Financial and Management Service
Director, Knowledge and Information Systems Service

B. DENR-Central Office (CO) PDT

Team Leader : Director, Administrative Service
Asst. Team Leader : Director, Knowledge and Information Systems Service
Members : Chief, General Services Division
Chief, Information Systems Division
Chief, Network Infrastructure Management Division
Chief, Accounting Division

C. Staff Bureau PDT

Team Leader : Assistant Director
Asst. Team Leader : Interim Administrative and Finance Officer (FMB)
Head, Administrative Support Staff (LMB)
Action Officer, Administrative and Finance (BMB)
Chief, Administrative, Financial and Management Division (ERDB)
Members : Chief, Cashier Section
Bureau Accountant
Representative, Information Systems Section/Unit

D. Regional Office PDT

Team Leader : Assistant Regional Director for Management Services
Asst. Team Leader : Chief, Administrative Division
Members : Chief, Cashier Section
Regional Accountant
Information Systems Analyst

E. Provincial Environment and Natural Resources Office (PENRO) PDT

Team Leader : PENR Officer
Asst. Team Leader : Chief, Management Services Division
Members : Cashier
PENRO Accountant
Information Systems Analyst

F. Line Bureau and Attached Agency PDT

The Line Bureaus and Attached Agencies shall create their own PDTs to implement the digital payments of disbursements and collections. They shall coordinate directly with the Technical Working Group on the Adoption of Digital Payment (Bureau of the Treasury).

G. DENR-CO Secretariat

Head : Chief, Cashier Section
Members : Cashier Section Staff

The DENR PDT shall have the following functions:

1. Steering Committee

- a. Oversee the overall implementation of the digitalization process in the DENR;
- b. Ensure the submission of the DENR Transition Plan to the TWG on the Adoption of Digital Payment;
- c. Ensure the provision of sufficient funds from the existing appropriations for the initial implementation of the payments digitalization process;
- d. Ensure the inclusion of the budgetary requirements for the implementation of the digitalization process for subsequent years in the budget proposals; and
- e. Ensure the submission of bi-annual reports to COA and the TWG, through the Secretariat on the Adoption of Digital Payments.

2. Payments Digitalization Teams


- a. Submission of a transition plan to the Chairperson of the Steering Committee that shall include, but not be limited to the following:

- Action plan including indicative timelines to fully implement digital payments;
 - Strategy for capacity development of the agency's personnel on innovative technologies, payment systems and cybersecurity and data privacy protection tools; and
 - Key performance indicators and targets.
- b. Ensure delivery of commitments and compliance to the EO; and
 - c. Submit bi-annual reports to the Steering Committee.
3. CO Office Secretariat
- a. Provide technical and administrative support to the Steering Committee and DENR-CO PDT; and
 - b. Perform other functions as may be required by the Steering Committee and DENR-CO PDT.

The DENR PDT Organizational Structure is attached in Annex A.

All expenses to be incurred in the conduct of DENR-CO PDT activities shall be charged against the DENR Central Office Fund. Likewise, expenses to be incurred by the Staff and Line Bureaus, Regions and Attached Agencies shall be charged against their respective Offices' funds, subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately.


AUGUSTO D. DELA PEÑA
Undersecretary
Organizational Transformation and Human Resources

