



Republic of the Philippines
Department of Environment and Natural Resources

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DENR SPECIAL ORDER
No. 2002 - 980

NOV 14 2002

SUBJECT : INSTITUTIONALIZING THE CONDUCT OF DENR OFFICIALS' MEETING

In the interest of the service and to promote better efficiency and effectiveness in harmonizing and coordinating the different plans, programs, activities and concerns of the Department, the following DENR Officials' meetings are hereby institutionalized:

MEETING	COMPOSITION	PRESIDING OFFICER	SECRETARIAT	FREQUENCY
EXECUTIVE COMMITTEE MEETING (EXECOM)	All Undersecretaries (USECs) All Assistant Secretaries (ASECs)	Secretary	Head Executive Assistant (HEA)	Weekly or as may be scheduled by the Secretary
SENIOR OFFICIALS MEETING	All USECs, ASECs, Bureau/Services/Office Directors/Heads of Attached Agencies	Secretary	Planning & Policy Studies Service	Every month or as may be scheduled by the Secretary
MANAGEMENT CONFERENCE (MANCON)	All USECs, ASECs, Bureau/Service/Office Directors, Heads of Attached Agencies, Regional Executive Directors (REDs), Regional Directors (RDs), and Regional Technical Directors (RTDs)	Secretary	Planning and Policy Studies Service	Twice a year (middle and end of the year). A Sectoral meeting shall be conducted a day ahead of the MANCON.
REDs/RDs MEETING	ALL REDs, RDs and Bureau Directors, (The Secretary may also invite USECs, ASECs, RTDs, Service/Office Directors, Heads of Attached Agencies, if necessary)	Secretary/USEC for ENR Operations	ENR Operations Office	REDs meeting every month; RDs to join every 3 rd meeting of REDs (quarterly)

The Secretary may also call a meeting of RTDs, Provincial and Community ENR Officers (PENROs and CENROs), if necessary.

This Special Order takes effect immediately.


HEHERSON T. ALVAREZ
Secretary

Let's Go Green!