



Republic of the Philippines
Department of Environment and Natural Resources
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SEP 14 2020

SPECIAL ORDER
NO.2020 - 330

SUBJECT: AUTHORIZING THE CONDUCT OF WRITESHOP FOR THE PREPARATION OF FY 2021 OPERATIONAL PLANNING GUIDELINES

In the interest of the service and in order to comply with the schedule set by the Department of Budget and Management (DBM) on the submission of Work and Financial Plan (WFP) for FY 2021, a **CONDUCT OF WRITESHOP ON THE PREPARATION OF FY 2021 OPERATIONAL PLANNING GUIDELINES** is hereby authorized. The workshop aims to discuss and finalize the draft 2021 Operational Planning Guidelines. It will be held on **September 14 to 18, 2020** at the DENR 4th Floor Conference Room. The following are required to attend:

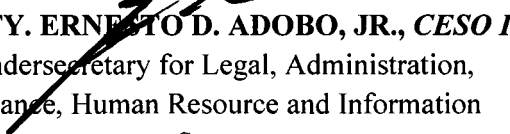
1. Undersecretary for Policy, Planning and International Affairs
2. Undersecretary for Legal, Administration, Finance, Human Resource and Information Systems
3. Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects
4. Assistant Secretary for Finance, Information Systems and Mining Concerns
5. Assistant Secretary for Administration, Human Resources and Legislative Affairs
6. OIC, Assistant Secretary for Climate Change and concurrent Director, BMB
7. Bureau Directors (FMB, BMB, LMB, ERDB)
8. OIC Director, Policy and Planning Service
9. OIC Director, Financial and Management Service
10. Director, Foreign Assisted and Special Projects Service
11. Director, Human Resource Development Service
12. Director, Internal Audit Service
13. Director, Legal Affairs Service
14. Director, Administrative Service
15. Director, Knowledge and Information Systems Service
16. Director, Strategic Communication and Initiatives Service (SCIS)
17. OIC Director, Climate Change Service
18. Deputy Administrator, NAMRIA
19. Executive Director, National Water Resources Board (NWRB)
20. Executive Director, River Basin Control Office
21. Executive Director, Manila Bay Coordinating Office
22. Executive Director, Palawan Council for Sustainable Development (PCSD)
23. Chief, PPD and Selected Staff
24. Chief, PMED and Selected Staff
25. Chief, Budget Division and Selected staff
26. All Chief Planning Officers (FMB, BMB, EMB, ERDB, LMB, MGB, NAMRIA, NWRB, PCSDS)

The Policy and Planning Service (PPS), through Planning and Programming Division shall serve as the Secretariat. The final output of the activity shall be discussed to the Executive Committee Meeting for the Secretary's approval. The 2021 Final Operational Planning Guidelines shall be disseminated to all Regional DENR Offices for the preparation of their respective 2021 Work and Financial Plan.

A written report shall be submitted to the undersigned fifteen (15) days after the completion of the activity.

All expenses for food, accommodation, supplies and materials, transportation and other incidental expenses shall be chargeable against Central Office fund, subject to the existing accounting and auditing rules and regulations. All safety and health protocol and prescribed minimum health standards such as but not limited to wearing of face mask and face shield and observance of social distancing as well as the prescribed Guidelines on the Implementation of Community Quarantine in the Philippines dated 16 July 2020 shall be strictly observed for the entire duration of the write shop.

This Order shall take effect on the date specified herein.


ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Finance, Human Resource and Information
System

