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**Department of Environment and Natural Resources**  
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**SPECIAL ORDER**  
**NO. 2020 - 466**

**SUBJECT: RECONSTITUTION OF THE DENR FULL-TIME DELIVERY UNIT (FDU) PURSUANT TO ADMINISTRATIVE ORDER NO. 46**

In the interest of the service and pursuant to Administrative Order No. 46 dated March 30, 2015, DBM Circular Letter No. 2015-8 dated June 8, 2015, and to ensure that departments function in an environment where execution of programs and projects are undertaken promptly in accordance with the set timelines or targets, the DENR Full-time Delivery Unit (FDU) created by virtue of Special Order No. 2018-1065, dated December 10, 2018, is hereby reconstituted as follows:

**Co-Chairpersons:**

**ATTY. ANALIZA REBUELTA-TEH**  
Undersecretary  
Finance, Information Systems and Climate Change

**ATTY. JONAS R. LEONES**  
Undersecretary  
Policy, Planning and International Affairs

**Vice-Chairpersons:**

**MARCIAL C. AMARO, JR.**  
Assistant Secretary  
Policy, Planning and Foreign Assisted and Special Projects

**ENGR. NONITA S. CAGUIOA**  
Assistant Secretary  
Finance, Information Systems and Mining Concerns

**Members:**

**WILFREDO J. OBIEN**  
Director for Financial and Management Service

**MELINDA C. CAPISTRANO**  
OIC - Director for Policy and Planning Service

**ANGELITO V. FONTANILLA**  
Director for Foreign-Assisted and Special Projects Service

**ALL BUREAU DIRECTORS**  
BMB, EMB, ERDB, FMB, LMB, MGB

**HEADS OF ATTACHED AGENCIES**  
Administrator, NAMRIA  
Executive Director, NWRB

Technical Working Group (TWG):

- Head: **MAYBELL N. MANGUBOS**  
Chief, Budget Division
- Co-Head: **LLARINA S. MOJICA**  
Chief, Program Monitoring and Evaluation Division
- Members: **DIÑA M. NILLOSAN**  
Chief, Accounting Division
- LARIZA S. RAMOS**  
OIC- Chief, Planning and Programming Division
- GILBERT C. MONDROY**  
Chief, Property and Supply Management Division
- CHIEFS, PLANNING MANAGEMENT DIVISION**  
BMB, EMB, ERDB, LMB AND MGB
- REPRESENTATIVE/S**  
Office of the USEC for Finance, Information Systems and  
Climate Change

Secretariat:

- Head: **EVELYN G. NILLOSAN**  
Chief, Management Division
- Members: **Management Division Staff**  
**Budget Division Staff**  
**Program Monitoring and Evaluation Division Staff**

The FDU shall have the following functions:

1. Perform diagnostic assessment such as :
  - a. Review before the start of the fiscal year, all performance measurements of each program, subprogram, and project, by responsibility centers at the Central Office (CO) or Regional Offices (RO); and
  - b. Identify potential risks or constraints (absence of resources, procedures, etc.) which would affect the efficient implementation of programs, subprograms and projects and thereafter prepare contingency plans to address the same.
  - c. Undertake, on a periodic basis, data analysis which covers identification of agency programs and projects with historical trends of low disbursement rates and those with anticipated delays;
2. Act as "problem solver" and facilitate the smooth implementation of programs and projects;
3. Come up with an agency delivery and execution strategy to address actual implementation bottlenecks/ delays of these programs and projects;
4. Work closely with the DBM for quarterly monitoring and evaluation of project execution to facilitate remedial measures, including operationalization of a "feedback loop" mechanism in the diagnostic, planning and budgeting phases by responsibility centers at the CO or ROs;
5. Ensure the timely submission of Annual Procurement Plan and closely monitor the implementation schedule of the procurement processes;

6. Communicate on a department-wide and agency-wide basis, the program, sub-program, and project performance measures by responsibility center and accountable persons; and
7. Ensure the Department's compliance of FDU Periodic Reporting such as:
  - a. Budget and Financial Accountability Reports (BFARs) within thirty days after the end of every quarter to DBM; and
  - b. Progress of program and project implementation against targets and implementation plans per Budget Execution Documents (BEDs), problems/issues encountered and measures adopted to address the same; and catch-up plans and alternative modes of implementation, if applicable, every quarter.

The TWG shall have the following functions:

1. Review and assess the monthly physical and financial accomplishments of DENR Offices to oversee utilization of funds;
2. Recommend to the FDU strategies to address bottlenecks and improve implementation of programs and projects, and
3. Coordinate the preparation of the catchup plans with the concerned offices to address identified potential risks and constraints that would affect the effective implementation of DENR programs and projects.


The Secretariat shall have the following functions:

1. Provide management and administrative support to the FDU;
2. Prepare the notice of the meeting and agenda for the FDU regular meetings;
3. Prepare the minutes of meeting and submit the same to the Chairperson for approval;
4. Coordinate with other DENR offices on FDU matters; and
5. Prepare Quarterly Status Report of DENR funds utilization.

The FDU shall meet regularly to discuss the monthly FDU performance of the Department.

Expenses to be incurred in the discharge of the functions of the FDU shall be charged against appropriate DENR funds, subject to the existing accounting and auditing rules and regulations.

This order takes effect immediately and supersedes all Orders inconsistent herewith.

  
**ROY A. CIMATU**  
Secretary

