



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

JUN 07 2021

SPECIAL ORDER

No. 2021 - 303

SUBJECT : AUTHORIZING THE CONDUCT OF THE 34TH DENR ANNIVERSARY PROGRAM AND THE CREATION OF OVERSIGHT AND WORKING COMMITTEES

In the interest of the service and to strengthen unity and solidarity amongst officials and employees amidst the challenges we are facing as stewards of the environment during the COVID-19 pandemic, the conduct of a program to celebrate the founding anniversary of the Department of Environment and Natural Resources (DENR) on June 10, 2021 is hereby authorized via Zoom teleconferencing application.

The theme for this year is DENR@34: Celebrating a Greener and Safer Environment, which will highlight the perseverance and resilience of our officials and employees in the fulfillment of their duties and responsibilities despite the current situation.

The following Oversight and Working Committee shall be created to be composed of the following officials and personnel:

I. Oversight Committee

- | | | |
|--------------------------------|---|--|
| Over-All Chairperson | - | Undersecretary for Legal, Administration, Human Resources and Legislative Affairs |
| Over-All Co-Chairperson | - | Undersecretary for Solid Waste Management and Local Government Units Concerns and Supervising Undersecretary for Strategic Communication and Initiatives Service and Task Force Tayo ang Kalikasan |

The Oversight Committee shall oversee the preparatory activities undertaken by the different working committees and ensure the effective, efficient and economical use of resources to maximize the benefits to be derived from the activity, as well as achieve the intended purpose.

II. Working Committees

1. Program Committee

- | | | |
|----------|---|--|
| Chair | - | Director, Strategic Communication and Initiatives Service |
| Co-Chair | - | Executive Director, Task Force <i>Tayo ang Kalikasan</i> and Assistant Director for Strategic Communication and Initiatives Service |
| Members | - | Chief, Strategic Alliance and Environmental Partnership Division
Chief, Development Communication Division
Chief, Public Information Division
Chief, Network Infrastructure Management Division
Chief, Program Monitoring and Evaluation Division
Representative, Office of Undersecretary for Enforcement
President, DENR Employees Union (DENREU)
President, Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4) |

- a. Plan and organize the different segments incorporated in the program and report details to the Oversight Committee;
- b. Coordinate all the tasks of different Committees; and
- c. Oversee and supervise the actual implementation of the activity.

2. Ways and Means Committee

- | | | |
|-----------|---|---|
| Chair | - | Assistant Secretary for Finance, Information Systems and Mining Concerns |
| Co-Chairs | - | Director, Financial Management Service
Director, Human Resource Development Service
Director, Administrative Service |
| Members | - | Chief, Property and Supply Management Division
Chief, Accounting Division
Chief, Budget Division
Chief, Management Division
Chief, Cashier Unit - General Services Division
Representative, DENREU
Representative, K4 |

- a. Consolidate and facilitate the processing of funding requirements submitted by the working committees and as instructed by the management;
- b. Prepare and implement mechanics and guidelines related to the functions of the Committee; and
- c. Manage the distribution of any benefits that may be provided for the welfare of the officials and personnel.

3. Coordination and Management Committee

- | | | |
|----------|---|--|
| Chair | - | Director, Human Resource Development Service |
| Co-Chair | - | Representative, Office of the Head Executive Assistant |
| Members | - | Representative, Training and Development Division
Representative, Personnel Division
Representative, Career Development Division
Representative/s, Strategic Alliance and Environmental Partnership Division
Representative/s, Development Communication Division
Representative/s, Knowledge and Information Systems Service |

- a. Coordinate with the officials and personnel regarding the flow of the event;
- b. Implement proposed plans in relation to health and wellness programs; and
- c. Co-manage the use of video-conferencing application in support of the Program Committee.

4. Virtual Program Committee

- | | | |
|----------|---|--|
| Chair | - | Director, Knowledge and Information Systems Service |
| Co-Chair | - | Director, Administrative Service |
| Members | - | Representative/s, Strategic Alliance and Environmental Partnership Division
Representative/s, Development Communication Division
Representative/s, Network Infrastructure Management Division
Representative/s, General Services Division |

- a. Manage the set-up of appropriate online applications and/or software in coordination with the Program Committee;
- b. Safeguard the continuous connectivity of computer networks/systems, and applications; and
- c. Ensure stable and secured virtual and live feed event.

5. Physical Arrangement Committee

- Chair - Director, Administrative Service
- Co-chair - Chief, General Services Division
Chief, Network Infrastructure Management Division
- Member - Representative/s, Development Communication Division


- a. Plan and implement the approved physical set-up including the design of the venue, virtual background and other appropriate props in coordination with other Committees;
- b. Identify and procure and/or rent appropriate light and sound equipment, online applications/software and supplies/materials, if necessary; and
- c. Ensure health and safety protocols are being followed during the activity in coordination with Coordination and Management Committee.

The Oversight and Working Committees shall convene to plan details of the event and provide the undersigned updates and status report.

Likewise, all officials and employees of the DENR at the Central Office, regional offices, bureaus and attached agencies shall be enjoined to participate via Zoom. Concerned officials and personnel who are directly involved during the conduct of the said activity are requested to observe the minimum public health standards set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, such as physical distancing and wearing of masks and face shield.

All expenses to be incurred for this purpose including the proposed implementation related to the health and wellness of officials and personnel shall be charged against identified DENR funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.


ROY A. CIMATU
Secretary

