



SEP 21 2021

SPECIAL ORDER
NO. 2021- 508

SUBJECT : AUTHORIZING THE CONDUCT OF VIRTUAL VIA ZOOM AND IN-PERSON HYBRID WRITESHOP FOR THE PREPARATION OF FY 2022 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 2022, a **CONDUCT OF WRITESHOP ON THE PREPARATION OF FY 2022 OPERATIONAL PLANNING GUIDELINES** is hereby authorized. The writeshop aims to discuss and finalize the draft 2022 Operational Planning Guidelines. It will be held on September 21, 23-28, 2021 through virtual via zoom and in-person hybrid meeting. The following are the participants:

1. Undersecretary for Policy, Planning and International Affairs
2. Undersecretary for Finance, Information Systems and Climate Change
3. Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects
4. Assistant Secretary for Finance, Information Systems and Mining
5. Bureau Directors (FMB, BMB, LMB, ERDB, EMB and MGB)
6. OIC Director, Policy and Planning Service
7. OIC Director, Financial and Management Service
8. Director, Foreign Assisted and Special Projects Service
9. Director, Human Resource Development Service
10. Director, Knowledge and Information Systems Service
11. Director, Internal Audit Service
12. Director, Legal Affairs Service
13. Director, Administrative Service
14. Director, Strategic Communication and Initiatives Service
15. Director, Climate Change Service
16. OIC Director, Environment Law Enforcement and Protection Service
17. Deputy Administrator, NAMRIA
18. Executive Director, National Water Resources Board
19. Executive Director, River Basin Control Office
20. Executive Director, Manila Bay Coordinating Office
21. Executive Director, Palawan Council for Sustainable Development Staff
22. Executive Director, Pasig River and Coordinating Management Office
23. OIC-Chief, PPD and Selected Staff
24. OIC-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 FY 2022 Final Operational Planning Guidelines shall be disseminated to all Regional DENR Offices for the preparation of their respective FY 2022 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, supplies and materials, and other incidental expenses shall be chargeable against Central Office fund, subject to 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
Under Secretary for Legal, Administration,
Human Resource and Legislative Affairs

