



SPECIAL ORDER
No. 2022 - 33

JAN 17 2022

SUBJECT: AUTHORIZING THE PARTICIPATION OF ALL DENR OFFICIALS IN THE 2022 EXPANDED EXECUTIVE COMMITTEE CONFERENCE AND THE CREATION OF OVERSIGHT AND WORKING COMMITTEES

In the interest of the service and to assess the 2021 targets vis-à-vis accomplishment of the Department and its direction for CY 2022, a hybrid program for the 2022 Expanded Executive Committee Conference is hereby authorized to be conducted on January 18, 2022 at DENR Social Hall.

The following officials are hereby authorized to attend physically:

1. All Undersecretaries
2. All Assistant Secretaries
3. The Head Executive Assistant
4. All Service, Task Force, Program and Project Directors
5. All Line and Staff Bureau Directors except Ecosystem Research Development Bureau
6. All Heads of Attached Agencies except Palawan Council for Sustainable Development

Meanwhile, the Ecosystem Research Development Bureau Director, Palawan Council for Sustainable Development Executive Director, all Service and Bureau Assistant Directors, Deputy Administrators of Attached Agencies, All Regional Executive Directors (REDs), Assistant Regional Directors (ARDs), EMB and MGB Regional Directors (RDs), Provincial Environment and Natural Resources Officers (PENROs) and Community Environment and Natural Resources Officers (CENROs) and other concerned personnel shall participate via zoom teleconferencing application.

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

I. Oversight Committee

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|--------------------------|---|---|
| Over-All Chairperson | - | Undersecretary for Legal, Administration, Human Resources and Legislative Affairs |
| Over-All Co-Chairpersons | - | Undersecretary for Solid Waste Management, Local Government Units Concerns, and Supervising for Strategic Communication and Initiatives Service and Task Force Tayo ang Kalikasan |
| | - | Undersecretary for Policy, Planning and International Affairs |
| Members | - | Head Executive Assistant |
| | - | Assistant Secretary for Administration and Human Resource |
| | - | Assistant Secretary for Finance, Information |

Systems and Mining Concerns

The Oversight Committee shall supervise and monitor the preparation and implementation of the event in adherence to the minimum public health standards set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, such as wearing of face masks and physical distancing.

II. Working Committees

1. Program Committee

- Chair - Director, Strategic Communication and Initiatives Service
- Co-Chair - Executive Director Task Force *Tayo ang Kalikasan* and Assistant Director for Strategic Communication and Initiatives Service
- Members - Director, Policy and Planning Service
- Chief, Strategic Alliance and Environmental Partnership Division
- Chief, Development Communication Division
- Chief, Public Information Division
- Chief, Network Infrastructure Management Division
- Chief, Training and Development Division
- Chief, Planning and Programming Division
- Chief, Policy Studies Division
- Chief, Program Monitoring and Evaluation Division
- Representative/s, Undersecretary for Field Operations and Environment

- a. Plan and organize the over-all program and report details to the Oversight Committee; and
- b. Coordinate all the tasks of the different Committees.

2. Ways and Means Committee

- Chair - Director, Financial Management Service
- Co-Chairs - Director, Human Resource Development Service
- Director, Administrative Service
- Members - Chief, Property and Supply Management Division
- Chief, General Services Division
- Chief, Accounting Division
- Chief, Budget Division
- Chief, Management Division
- Chief, Cashier Unit-General Services Division

- a. Consolidate and review funding requirements as submitted by the working committees and as instructed by the management;
- b. Approve budget as reviewed;
- c. Select, recommend and engage food providers; and
- d. Review the documents related in the processing and procurement of goods and services in accordance with existing rules and regulations

3. Physical Arrangement Committee:

- Chair - Director, Administrative Service
- Co-Chairs - Chief, General Services Division
- Chief, Network Infrastructure Management Division
- Members - Representative/s, Human Resource Development Service

Representative/s, Development Communication Division
Representative/s, Strategic Alliance and Environmental
Partnership Division
Representative/s, Policy Studies Division
Representative/s, HRDS/ Health and Wellness Unit

- 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 lights and sound equipment, online applications/software and supplies/materials, if necessary.
- c. Arrange accordingly the seats of concerned officials at the venue;
- d. Manage traffic and parking of transportation and/or service vehicles within the DENR Compound;
- e. Ensure that minimum health and safety protocols are being observed during the event; and
- f. Provide first-aid treatment if emergency case, arises.

4. Communications and Management Committee

Chair: - Director, Knowledge and Information Systems Service
Co-Chair - Chief, Network Infrastructure Management Division
Members - Chief, Training and Development Division
Representative/s, Strategic Alliance and Environmental Partnership
Division
Representative/s, Development Communication Division
Representative/s, Program Monitoring and Evaluation Division

- a. Manage the set-up of appropriate applications and/or software in coordination with the Program Committee;
- b. Protect from unauthorized online users or from those that do not adhere to the community standards of social media platforms;
- c. Safeguard the disruption of computer networks/systems, and applications; and
- d. Ensure safe and secure virtual event.

The Registration Committee shall be handled by the Personnel Division. They shall perform the usual work assignments traditionally handled by the said committee. Moreover, the Undersecretary for Policy, Planning and International Affairs shall take the lead in the discussion of future plans for CY 2022 in coordination with concerned offices and anchored in the priority programs of the Department.

All committees shall regularly convene to plan and monitor the progress of the activity and provide the undersigned updated and status reports.

All expenses to be incurred in the conduct of this event shall be charged against the DENR Central Office funds subject to the usual accounting and auditing rules and regulations.

This order shall take effect on the date specified herein.


ROY A. CIMATU
Secretary

