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Department of Environment and Natural Resources
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MAY 12 2022

SPECIAL ORDER

No. 2022 - 345

SUBJECT : AUTHORIZING THE CONDUCT OF THE 35TH 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, the conduct of a hybrid program to celebrate the 35th founding anniversary of the Department of Environment and Natural Resources (DENR) on June 10, 2022 is hereby authorized.

The theme for this year's celebration is *Pistang Pamilyang DENR para sa Tuhay-tuloy na Pagkakaisa at Tagumpay* which will highlight the triumph, hope and strong camaraderie of our officials and employees in the fulfillment of their duties and responsibilities during complex and uncertain times.

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 Policy, Planning and International Affairs |
| Members | - | Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives
Assistant Secretary for Finance, Information Systems and Mining Concerns
Assistant Secretary for Administration and Legislative Affairs
Head Executive Assistant |

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> |
| Members | - | Chief, Strategic Alliance and Environmental Partnership Division
Chief, Development Communication Division |

Chief, Public Information Division
Chief, Training and Development Division
President, DENR Employees Union (DENREU)
President, Kalipunan ng mga Kawani sa Kagawaran ng
Kalikasan (K4)

- a. Plan and organize the program and report details to the Oversight Committee;
- b. Coordinate all the tasks of different Committees; and
- c. Oversee and supervise the 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, Administrative Service
Members - Chief, Property and Supply Management Division
Chief, Accounting Division
Chief, Budget Division
Chief, Management Division
Chief, Cashier Unit - General Services Division
Chief, Training and Development Division

- a. Consolidate and facilitate the processing of funding requirements submitted by the working committees and as instructed by the management; and
- b. Prepare and implement mechanics and guidelines should there be any benefits that may be provided for the welfare of the officials and personnel and manage the distribution of the same.

3. Synergistic Activities Committee

Chair - Director, Human Resource Development Service
Co-chair - Chief, Training and Development Division
Members - Representative/s, Administrative Service
Representative/s, Gender and Development
Representative/s, Financial and Management Service
Representative/s, K4
Representative/s, DENREU

- a. Ensure engagement of DENR officials and employees;
- b. Prepare guidelines, rules and regulations on the activities and schedules; and
- c. Assign a coordinator/focal person per Bureau, Attached Agency and offices at the Central Office who will coordinate games and/or other synergistic activities for the well-being of officials and personnel

4. Coordination, Management and Virtual Program Committee

Chair - Director, Knowledge and Information Systems Service
Co-Chairs - Director, Human Resource Development Service
Director, Administrative Service
Members - Representative/s, Strategic Alliance and Environmental Partnership Division
Representative/s, Development Communication Division
Representative/s, General Services Division
Representative/s, Knowledge and Information Systems Service

- a. Ensure the accuracy and/or updated list of DENR officials;
- b. Communicate and coordinate with the officials and personnel regarding the flow of the event;
- c. Send invite or zoom links to all officials and personnel;

- d. Manage the use of video-conferencing application in coordination with the Program Committee.
- e. Manage the set-up of appropriate online applications and/or software in coordination with the Program Committee;
- f. Safeguard the disruption of computer networks/systems, and applications; and
- g. Ensure stable and secured virtual and live feed event.

5. Food Committee

- Chair: - Director, Administrative Service
- Co-Chair - Director, Human Resource Development Service
- Members - Chief, Internal Affairs Division
Representative/s, Training and Development Division
Representative/s, Management Division
Representative/s, Personnel Division
Representative/s, Cashier Unit
Representative/s, DENREU
- a. Select, recommend and engage food providers;
- b. Monitor all food providers to follow EMS rules and regulations; and
- c. Prepare and recommend the guidelines in the proper distribution of food.

6. Physical Arrangement Committee

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

The Registration Committee shall be handled by the Personnel Division while Thanksgiving Mass Committee shall be handled by the DENR Christian Community. They shall perform the usual work assignments traditionally handled by the said committees.

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, Bureaus and Attached Agencies shall be enjoined to participate via face-to-face while the regional office shall attend via zoom. All officials and personnel 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 during the conduct of the celebration.

All expenses to be incurred including expenditures shall be charged against identified DENR funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.

JIM G. SAMPULNA
Acting Secretary



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