



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

JUN 20 2022

SPECIAL ORDER
No. 2022 - 473

SUBJECT : CREATION OF FOCAL TEAMS FOR THE ASSESSMENT OF FINANCIAL MANAGEMENT SYSTEMS IN THE CENTRAL OFFICE, STAFF BUREAUS, SELECTED REGIONAL OFFICES AND PENROs

In the interest of the service and in relation to the conduct of consultancy on Financial Management Systems Assessment, the creation of focal teams in the Central Office, Staff Bureaus, selected Regional Offices and PENROs is hereby authorized, as follows:

I. Team Composition

A. Overall Supervision Undersecretary Analiza Rebuelta-Teh Finance, Information Systems and Climate Change Assistant Secretary Nonita S. Caguioa Finance, Information Systems and Mining Concerns Director for Financial and Management Service (FMS) Director for Knowledge and Information Systems Service (KISS)	Project Sponsor Project Manager Assistant Project Managers
B. Central Office FMS Director KISS Director Chief, Accounting Division Chief, Budget Division Chief, Management Division Chief, Network Infrastructure Management Division Chief, Information Systems Division Chief, Property and Supply Management Division	Team Leader Co-Team Leader Members
C. Staff Bureaus Bureau Directors Chief, Finance Division/Section/Unit Section/Unit Heads - Accounting - Budget - Information Systems - Property - Management (ERDB)	Bureau Team Leaders Members

<p>D. Regional Offices (DENR-Regions 3, 4B, 7, 8, 9 and 12) Assistant Regional Directors for Management Services</p> <p>Chief, Finance Division Section/Unit Heads</p> <ul style="list-style-type: none"> - Accounting - Budget - Information Systems - Property 	<p>Regional Office Team Leaders Members</p>
<p>E. PENROs</p> <ol style="list-style-type: none"> 1. Pampanga 2. Palawan 3. Siquijor 4. Leyte 5. Zamboanga del Norte 6. South Cotabato <p>PENROs Chief, Management Services Division Section/Unit Heads</p> <ul style="list-style-type: none"> - Accounting - Budget - Information Systems - Property 	<p>PENRO Team Leaders Members</p>

II. Responsibilities

1. The Project Sponsor shall:
 - a) Oversee the overall supervision of the project;
 - b) Review and sign reports relative to the project outputs; and
 - c) Approve the Certificate of Acceptance submitted by the Consultant.
2. The Project Manager shall:
 - a) Act as the Overall Project Coordinator;
 - b) Conduct final review and recommend approval of the Assessment Reports, Acceptance Report, Final Report prior to submission to the Project Sponsor; and
 - c) Act as the Go-to person of Consultants and Team Members
3. The Assistant Project Managers shall:
 - a) Promptly review the Assessment Reports, Acceptance Report, Final Report prior to submission to the Project Manager; and
 - b) Perform the functions of the Project Manager, as stated above, in case the Overall Project Coordinator is not available.
4. The Team Leader and Co-Team Leader in the Central Office shall:
 - a) Review the Assessment Report in the Central Office submitted by the Consultant;
 - b) Manage the day-to-day operations of the Project in the Central Office;
 - c) Closely coordinate with the Consultants relative to the conduct of the assessment, submission of reports and other concerns; and
 - d) Approve the necessary travel documents of the Team Members from the Central Office, if necessary.

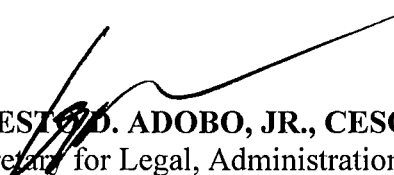
5. The Team Leaders in the Staff Bureaus/Regional Offices/PENROs shall be the:
 - a) Overall Project Coordinators in their area of jurisdiction;
 - b) Review the Assessment Report submitted by the Consultant;
 - c) Manage the day-to-day operations of the Project in their area of jurisdiction; and
 - d) Closely coordinate with the Consultants relative to the conduct of the assessment;

6. The Team Members shall be responsible for the following:
 - a) Assist the Consultants in communicating with; requesting documents from and submitting documents to designated offices covered by the study;
 - b) Provide access to policies, systems, offices, people and records relevant to the scope of work;
 - c) Promptly provide the necessary and relevant documentation requested by the Consultants to complete the scope of work;
 - d) Be present when Consultants perform interviews and walk-throughs of systems, processes and procedures;
 - e) Attend virtual meetings and presentations based on agreed schedules, participate actively in the discussion and respond adequately and promptly to queries and clarifications requested by the Consultants; and
 - f) Provide Consultants with reporting/presentation templates, as necessary.

The assessment may be conducted by the Consultants thru face-to-face and/or online meetings.

All expenses to be incurred in the conduct of this activity shall be charged against the funds of the respective offices subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately.


ATTY. ERNEST D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs

