



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367

JUN 30 2022

SPECIAL ORDER

No. 2022 - 504

SUBJECT: AUTHORIZING THE PARTICIPATION OF ALL DENR OFFICIALS AND PERSONNEL IN THE 2022 HYBRID PROGRAM FOR THE TURNOVER CEREMONY OF LEADERSHIP IN THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

In the interest of the service and to ensure the smooth turnover of leadership within the Department of Environment and Natural Resources (DENR), a hybrid program for the turnover ceremony is hereby authorized to be conducted at the DENR Multi-purpose Hall. The final date of the activity shall be scheduled by the DENR Transition Committee in coordination with the Transition Team of the Incoming Secretary.

As such, the following officials and employees are authorized to attend the program face-to-face:

1. All Undersecretaries
2. All Assistant Secretaries
3. All Service/Program/Project Directors
4. All Heads of DENR Task Force
5. All Staff and Line Bureau Directors
6. All Heads of Attached Agencies
7. All Regional Executive Directors
8. All Regional Directors for Environmental Management Bureau
9. All Regional Directors for Mines and Geosciences Bureau
10. All Assistant Regional Directors
11. President, K4
12. President, DENREU

All Provincial Environment and Natural Resources Officers and Community Environment and Natural Resources Officers shall participate via zoom teleconferencing application.

The following Oversight and Working Committees shall closely coordinate with the DENR Transition Committee created under Special Order No. 2022-346 for the preparation and implementation of transition activities.

I. Oversight Committee

- | | | |
|----------------------|---|---|
| Over-All Chairperson | - | Undersecretary for Legal, Administration, Human Resources and Legislative Affairs |
| Members | - | Undersecretary for Policy, Planning and International Affairs |
| | | Undersecretary for Finance, Information Systems and Climate Change |
| | | Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives |

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

II. Working Committees

1. Program Committee

- Chair - Director, Strategic Communication and Initiatives Service
Co-Chairs - Executive Director, Task Force Tayo ang Kalikasan and
Assistant Director for Strategic Communication and Initiatives
Service
Director, Policy and Planning Service
Members - Chief, Strategic Alliance and Environmental Partnership Division
Chief, Development Communication Division
Chief, Public Information Division
Chief, Network Infrastructure Management Division

- a. Plan and organize the over-all 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

- Chair - Director, Financial Management Service
Co-Chair - 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, review and process funding requirements; and
- b. Review the documents related to the 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, Development Communication Division
Representative/s, Strategic Alliance and Environmental Partnership
Division

- a. Plan and implement the approved physical set-up including the design of the venue, virtual background and other appropriate collaterals in coordination with other Committees; and
- b. Identify and procure and/or rent appropriate lights and sound equipment, online applications/software and supplies/materials.

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, Human Resource Development Service
Representative/s, Development Communication Division
Representative/s, General Services Division
Representative/s, Knowledge and Information Systems Service

- a. Communicate and coordinate with the officials and personnel regarding the program;
- b. Send invite or zoom links to all officials and personnel;
- c. Manage the set-up of appropriate applications and/or software in coordination with the Program Committee;
- d. Safeguard the disruption of computer networks/systems, and applications; and
- e. Ensure stable, safe and secured virtual and live feed event.

5. **Food Committee**

Chair - Director, Administrative Service

Co-Chair - Chief, Cashier Unit

Members - Representative/s, Personnel Division
Representative/s, Human Resource Development Service

- a. Select, recommend and engage food provider;
- b. Monitor all food providers to follow EMS rules and regulations; and
- c. Set-up food stations in strategic place/s.

All committees shall regularly convene to plan and manage the progress of the activity and provide the undersigned with updated status reports. Likewise, all DENR personnel are hereby enjoined to support and participate in the activity.

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 immediately.



JOSELIN MARCUS E. FRAGADA, CESO III
Officer-In-Charge, DENR

