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Department of Environment and Natural Resources
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SEP 15 2022

SPECIAL ORDER
No. 2022 - 667

SUBJECT: AUTHORIZING THE CONDUCT OF 2022 DENR MULTI-STAKEHOLDERS' FORUM AND CREATION OF TECHNICAL WORKING COMMITTEES

I. Background:

In the interest of the service and to strengthen partnership and gather broad range of sectors from the society, towards accelerating the Department's mission of mobilizing the country's citizens in protecting, conserving and managing the environment and natural resources, the conduct of 2022 DENR Multi-stakeholders' Forum to be held on October 5-7, 2022 at Metro Manila is hereby authorized.

The Summit aims to provide a platform for collaboration and whole-of-society consultation that will serve as critical inputs to the Policy Reform Agenda, Systems and Collaboration Mechanisms, and Shared Program, Actions, and Plans.

The Summit shall be participated in by stakeholders of the Department from the academe, civil society, business, private and public organizations, and the international development community.

To ensure smooth implementation of the activity, the following Technical Working Committees shall be created to be composed of officials and personnel with the following duties:

II. Oversight Committee:

Chairperson	-	Undersecretary Jonas R. Leones, <i>CESO I</i>
Vice-Chairperson	-	Undersecretary Augusto D. Dela Peña, <i>MNSA</i>
Members	-	Undersecretary Marilou G. Erni Undersecretary Juan Miguel T. Cuna, <i>CESO I</i> Undersecretary Joselin Marcus E. Fragada, <i>CESO III</i>

- a. Provides overall direction in the planning, coordination, and conduct of the forum; and
- b. Assist the Technical and Policy Advisor in managing the forum, particularly in the content and deliverables.

III. Working Committees:

1. Program Committee

Chair	-	Dr. Carlos Primo David
Vice-Chair	-	Assistant Secretary Hiro V. Masuda, <i>CESO III</i>
Members	-	Ms. Marie Angelique Go Director Khalil S. Bayam (<i>SCIS</i>) Director Miriam M. Marcelo (<i>HRDS</i>) Director Rolando R. Castro (<i>AS</i>) Director Maria Elena A. Morillos Manila (<i>KISS</i>) Executive Director Maria Matilda A. Gaddi (<i>TF TAK</i>) All Bureau Directors

- a. Plans, designs, and organizes the overall program of activities;
- b. Leads the actual implementation of the forum;
- c. Facilitates the registration of participants;

- d. Provides ushers and usherettes to guide DENR officials and participants during the activity; and
- e. Provides photo and video documentation for the duration of the forum.

2. Communications Committee

Chair - Ms. Karmela Beatriz Galura
 Vice-Chair - Executive Director Maria Matilda A. Gaddi (TF TAK)
 Members - Ms. Cheryl Loise Leal
 Director Khalil S. Bayam (SCIS)
 All Bureaus Chief Information Officers

- a. Sends invitations and monitors confirmations of participants and resource persons; and
- b. Provides Audio-Visual Presentations for the program;

3. Documentation and Analysis Committee

Chair - OIC Director Melinda C. Capistrano (PPS)
 Vice-Chair - Director Al O. Orolfo (FASPS)
 Members - Mr. Joemar Perez
 Director Elenida DR. Basug (CCS)
 Director Maria Lourdes G. Ferrer (ERDB)
 All Bureau Planning Chief

- a. Documents all proceedings, agreements and decisions reached; and
- b. Consolidates and summarizes all agreements made during the workshop proper.

4. Finance Committee

Chair - Undersecretary Analiza Rebuella-Teh, *CESO I*
 Vice-Chair - Director Angelito V. Fontanilla
 Members - Ms. Diña M. Nillosan (Chief, Accounting Division)
 Ms. Maybell N. Mangubos (Chief, Budget Division)
 Ms. Carolina Lopez (Chief, Cashier Unit)
 All Bureau Finance Chiefs

- a. Reviews funding requirements of the Summit;
- b. Coordinates fund allocation with DENR offices; and
- c. Ensures that all expenses are in accordance with the accounting and auditing rules and regulations.

5. Administration and Logistics Committee

Chair - Undersecretary Ernesto D. Adobo, Jr. *CESO I*
 Vice-Chair - Assistant Secretary Joan A. Lagunda
 Members - Head Executive Assistant Jose Joaquin Yulo Loyzaga
 Director Rolando R. Castro (AS)
 Director Maria Elena A. Morillos Manila (KISS)
 Director Khalil S. Bayam (SCIS)
 All Bureau Directors

- a. Plans and implements the approved physical set-up, including the design of the venue and other appropriate props in coordination with the Program Committee;
- b. Facilitates all documentary requirements on the timely processing and procurement of goods and services;
- c. Arranges hotel accommodation and room assignments of DENR officials, guests and other concerned parties;
- d. Coordinates with the venue management regarding their safety protocols designed for natural disasters;
- e. Secures the availability of first-aid response, if an emergency case, arises;
- f. Ensures that minimum health standards and protocols are being observed for the duration of the forum;
- g. Provides service vehicles to and from the venue for officials and guests; and
- h. Ensures that other logistical requirements are being provided.

IV. Coordination Instructions:

The Oversight Committee shall have the authority to call upon the support and assistance of other offices to ensure the successful implementation of the Summit.

Likewise, all committees shall perform their assigned tasks and shall regularly update the Oversight Committee on the progress of the organizing and planning of the Summit.

All expenses incurred in the conduct of the Summit shall be charged against the DENR funds, in compliance with R.A. 9184 and other accounting and auditing rules and regulations.

This order shall take effect on the date specified herein.


MARIA ANTONIA YULO LOYZAGA
Secretary

