



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

NOV 11 2022

SPECIAL ORDER

No. 2022- 781

SUBJECT: AUTHORIZING THE CONDUCT OF THE 2022 DENR HYBRID YEAR-END EMPLOYEES' GENERAL ASSEMBLY AND THE CREATION OF OVERSIGHT AND WORKING COMMITTEES

In the interest of the service and to strengthen unity and solidarity of officials and employees amidst the challenges we are facing as stewards of the environment, the conduct of a hybrid program for the 2022 DENR Year-End Employees' General Assembly to be held on December 9, 2022 at the DENR Multi-Purpose Building, is hereby authorized.

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

I. Oversight Committee

- | | | |
|--------------|---|---|
| Chairpersons | - | Undersecretary for Organizational Transformation
Undersecretary for Legal, Administration, Human Resources and Legislative Affairs |
| Members | - | Undersecretary and Chief of Staff |
| | - | Undersecretary for Policy, Planning and International Affairs |
| | - | Undersecretary for Finance, Information Systems and Climate Change |
| | - | Undersecretary for Field Operations - Luzon, Visayas and Environment |
| | - | Undersecretary for Field Operations-Mindanao |

The Oversight Committee shall supervise the preparatory activities undertaken by different working committees and ensure the effective, efficient and economical use of resources to maximize the benefits to be derived from the activity and to achieve the intended purpose.

II. Working Committees

1. Program Committee

- | | | |
|-------------|---|---|
| Chair | - | Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives |
| Vice-Chairs | - | Director, Strategic Communication and Initiatives Service |
| | - | Executive Director, Task Force Tayo ang Kalikasan and Assistant Director for Strategic Communication and Initiatives Service |
| Members | - | 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
President, DENR Employees Union (DENREU)
President, Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4) |

- a. Plan and organize the different segments incorporated in the program;
- b. Manage the use of video conferencing application together with the Coordination and Management Committee;
- c. Coordinate all the tasks of the different Committees and report details to the Oversight Committee; and
- d. Oversee and supervise the actual implementation of the activity.

2. Ways and Means Committee

Chair - Assistant Secretary for Finance, Information Systems and Mining Concerns

Vice-Chairs - Director, Financial Management Service

Members - Chief, Property and Supply Management Division
 Chief, Accounting Division
 Chief, Budget Division
 Chief, Management Division
 Chief, Personnel Division
 Chief, General Services Division
 Chief, Cashier Unit - General Services Division
 Representative, DENREU
 Representative, K4

- a. Consolidate and facilitate the processing of funding requirements submitted by the working committees as approved by the Oversight Committee;
- b. Coordinate with the external service providers and/or concerned Committee and the requirements to process payments;
- c. Formulate and implement the guidelines should the Oversight and Working Committees decide to conduct raffle draws; and
- d. 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. Coordination, Management and Virtual Program Committee

Chair - Executive Director, Task Force Tayo ang Kalikasan and Assistant Director for Strategic Communication and Initiatives Service

Vice-Chair - Director, Knowledge and Information Systems Service

Members - Director, Human Resource Development Service
 Director, Strategic Communication and Initiatives Service
 Chief, Career Development Division
 Representative, Office of the Undersecretary for Field Operations – Luzon, Visayas, and Environment
 Representative, Office of the Undersecretary for Field Operations – Mindanao
 Representative, Office of the Assistant Secretary for Field Operations – Luzon and Visayas
 Representative, Office of the Assistant Secretary for Field Operations – Western Mindanao
 Representative, Training and Development Division
 Representative, Personnel Division
 Representative, Development Communication Division
 Representative, Network Infrastructure Management Division

- a. Coordinate the flow of the activities with the officials and employees from Central Office, Bureaus, Attached Agencies and regional offices;
- b. Draft related communication and/or advisory and disseminate information and zoom link to concerned offices;
- c. Co-manage and set-up cameras, cable, lapel, and the use of video-conferencing application in coordination with the Program Committee;
- d. Safeguard the disruption of computer networks/systems, and applications; and
- e. Ensure stable and secured virtual and live feed event.

4. Physical Arrangement Committee

Chair - Director, Administrative Service
Vice-chair - Chief, General Services Division
Member - Chief, Network Infrastructure Management Division
Representative/s, Strategic Communication and Initiatives Service

- a. Plan and implement the approved physical set-up including the design and decorations of the venue, virtual background and other appropriate props in coordination with other Committees;
- b. Identify and procure and/or rent appropriate light and sound equipment and other logistical requirements;
- c. Ensure health and safety protocols are being followed during the activity in coordination with Coordination and Management Committee; and
- d. Maintain cleanliness and orderliness within the activity venue and strictly implement EMS practices.

5. Food Committee

Chair - Director, Administrative Service
Vice-Chair - Director, Human Resource Development Service
Members - 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.

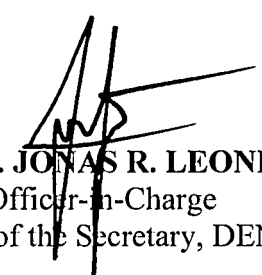
The Registration Committee shall be handled by the Personnel Division while Thanksgiving Mass Committee shall be handled by the DENR Catholic Community. They shall perform the usual work assignments traditionally handled by the said committees.

As such, 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 and support the said activity. Moreover, everyone is 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 face masks.

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.


ATTY. JONAS R. LEONES
Officer-in-Charge
Office of the Secretary, DENR

