



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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**SPECIAL ORDER**  
No. 2023 - 325

**SUBJECT : CREATION OF DENR PAYMENTS DIGITALIZATION TEAM (PDT) PURSUANT TO EXECUTIVE ORDER (EO) NO. 170, SERIES OF 2022 "ADOPTION OF DIGITAL PAYMENTS FOR GOVERNMENT DISBURSEMENTS AND COLLECTIONS"**

In the interest of the service and pursuant to the provisions of EO No. 170 and its Implementing Rules and Regulations (IRR), the DENR Payments Digitalization Team (PDT) are hereby created to be composed of the following:

**A. Steering Committee**

Chairperson : Undersecretary for Legal and Administration  
Vice Chairperson : Director, Administrative Service  
Members : Director, Financial and Management Service  
Director, Knowledge and Information Systems Service

**B. DENR-Central Office (CO) PDT**

Team Leader : Director, Administrative Service  
Asst. Team Leader : Director, Knowledge and Information Systems Service  
Members : Chief, General Services Division  
Chief, Information Systems Division  
Chief, Network Infrastructure Management Division  
Chief, Accounting Division

**C. Staff Bureau PDT**

Team Leader : Assistant Director  
Asst. Team Leader : Interim Administrative and Finance Officer (FMB)  
Head, Administrative Support Staff (LMB)  
Action Officer, Administrative and Finance (BMB)  
Chief, Administrative, Financial and Management Division (ERDB)  
Members : Chief, Cashier Section  
Bureau Accountant  
Representative, Information Systems Section/Unit

**D. Regional Office PDT**

Team Leader : Assistant Regional Director for Management Services  
Asst. Team Leader : Chief, Administrative Division  
Members : Chief, Cashier Section  
Regional Accountant  
Information Systems Analyst

**E. Provincial Environment and Natural Resources Office (PENRO) PDT**

Team Leader : PENR Officer  
Asst. Team Leader : Chief, Management Services Division  
Members : Cashier  
PENRO Accountant  
Information Systems Analyst

**F. Line Bureau and Attached Agency PDT**

The Line Bureaus and Attached Agencies shall create their own PDTs to implement the digital payments of disbursements and collections. They shall coordinate directly with the Technical Working Group on the Adoption of Digital Payment (Bureau of the Treasury).

**G. DENR-CO Secretariat**

Head : Chief, Cashier Section  
Members : Cashier Section Staff

The DENR PDT shall have the following functions:

**1. Steering Committee**

- a. Oversee the overall implementation of the digitalization process in the DENR;
- b. Ensure the submission of the DENR Transition Plan to the TWG on the Adoption of Digital Payment;
- c. Ensure the provision of sufficient funds from the existing appropriations for the initial implementation of the payments digitalization process;
- d. Ensure the inclusion of the budgetary requirements for the implementation of the digitalization process for subsequent years in the budget proposals; and
- e. Ensure the submission of bi-annual reports to COA and the TWG, through the Secretariat on the Adoption of Digital Payments.

**2. Payments Digitalization Teams**

- a. Submission of a transition plan to the Chairperson of the Steering Committee that shall include, but not be limited to the following:

- Action plan including indicative timelines to fully implement digital payments;
  - Strategy for capacity development of the agency's personnel on innovative technologies, payment systems and cybersecurity and data privacy protection tools; and
  - Key performance indicators and targets.
- b. Ensure delivery of commitments and compliance to the EO; and
  - c. Submit bi-annual reports to the Steering Committee.
3. CO Office Secretariat
- a. Provide technical and administrative support to the Steering Committee and DENR-CO PDT; and
  - b. Perform other functions as may be required by the Steering Committee and DENR-CO PDT.

The DENR PDT Organizational Structure is attached in Annex A.

All expenses to be incurred in the conduct of DENR-CO PDT activities shall be charged against the DENR Central Office Fund. Likewise, expenses to be incurred by the Staff and Line Bureaus, Regions and Attached Agencies shall be charged against their respective Offices' funds, subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary

Organizational Transformation and Human Resources

