



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2023- 365

JUN 14 2023

SUBJECT: AUTHORIZING THE CONDUCT OF THE PROJECT, ENTITLED, IMPROVED ENVIRONMENTAL CONDITION OF THE MANILA BAY THROUGH THE SANGGUNIANG KABATAAN ENVIRONMENTAL LEADERSHIP DEVELOPMENT

In the interest of the service and to further strengthen the conduct of Communication, Education and Public Awareness (CEPA) activities in communities within the Manila Bay Area, the conduct of a project, entitled, "Improved Environmental Condition of the Manila Bay through the Sangguniang Kabataan (SK) Environmental Leadership Development" of the Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives and Manila Bay Coordinating Office is hereby authorized.

The duration of the project in the Manila Bay area will be on June 2023 - August 2023 that will cover the following the activities:

Activities	Date/Duration
1. Conduct of Ten (10) Meetings and Focus Group Discussions (including meeting outside DENR, review of the program, monitoring, etc.)	June 2023 - August 2023
2. Conduct of 3-Day Training Program to 5 groups or 40 SK leaders with representatives from DENR project team and partner agencies.	June 2023 - July 2023

There shall be a DENR Project Team that will support and guarantee the successful implementation of the project. As such, the following officials and personnel are hereby assigned as follows:

Project Adviser - **Hiro V. Masuda, DBA CESO III**
Assistant Secretary for Human Resources,
Strategic Communication and Sectoral
Initiatives

- Provides the DENR Project team a technical and administrative support during the project implementation; and
- Monitors and keeps track of all project deliverables' development and status.

Project Co-Adviser - **Jacob F. Meimban**
Executive Director, Manila Bay
Coordinating Office (MBCO)

- Supports and facilitates the DENR team's access to agency's resources (e.g., support staff, time, budget, logistics) in order to guarantee the success of project's formulation, implementation, and completion within the timeframe; and
- Provides the DENR team technical and administrative support during the project implementation.

Project Team Leader - **Vernon D. Timbas**
Executive Assistant III

- Manages and oversees the project's overall operations;
- Makes certain that all resources are available, and that the project's deliverables and goals are met within the agreed timeframe;
- Responsible for completing the project implementation, and report in its entirety; and
- Ensures that all activities are well-coordinated with the Institutional Partner and the Faculty Adviser.

Project Team Members - **Representative (s)**
Manila Bay Coordinating and Management
Office

- Assists the Project Team Leader in the overall completion of the project implementation; and
- Provides technical inputs and administrative support in the creation of the training design and during the conduct of training.

Representative (s)
DENR NCR Regional Strategic
Communication and Initiatives Group and
Manila Bay Site Coordinating/Management
Office

- Provides technical inputs and administrative support in the creation of the training design and during the conduct of training; and
- Attends official functions related to the project as deemed practical and necessary.

All activities of the project team in relation to implementation the project shall be considered on official time. All expenses relative to research and project activities shall be charged against the Manila Bay Coordinating Office funds, subject to the usual accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend and/or re-schedule the activity through a Memorandum, in case of conflict with other programs of the Department. A report shall be prepared by the Project Team Leader and shall be submitted to the undersigned, within fifteen (15) days after the completion of the project activity.

This Order shall take effect immediately.



AUGUSTO D. DELA PEÑA
Undersecretary for Organizational
Transformation and Human Resources

