



Republic of the Philippines
Department of Environment and Natural Resources

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SPECIAL ORDER
No. 2023 - 382

JUN 22 2023

**SUBJECT : AUTHORIZING THE CONDUCT OF THE 36TH DENR
FOUNDING ANNIVERSARY CELEBRATION AND THE
CREATION OF OVERSIGHT AND WORKING
COMMITTEES**

In the interest of the service and to strengthen unity and solidarity amongst officials and employees amidst the challenges we are facing as stewards of the environment, the conduct of the 36th founding anniversary celebration of the Department of Environment and Natural Resources (DENR) on June 29, 2023 is hereby authorized.

The theme of the anniversary celebration is “Environment for Life” which serves as a reminder that our actions today have a significant impact on the environment and the future of life on our planet. It encourages everyone to recognize the importance of environmental stewardship and strive towards achieving the Department’s goals of protecting, conserving and managing the environment and natural resources.

To attain the objectives of the event, the following Oversight and Working Committees shall be created to be composed of the following officials and personnel:

I. Oversight Committee

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|--------------------------------|---|---|
| Overall Chairperson | - | Chief of Staff and Supervising Undersecretary for Strategic Communications |
| Overall Co-Chairpersons | - | Undersecretary for Organizational Transformation and Human Resources |
| | - | Undersecretary for Policy, Planning and International Affairs |
| Members | - | Undersecretary for Finance, Information Systems and Climate Change |
| | - | Undersecretary for Legal and Administration |
| | - | Undersecretary for Field Operations - Luzon, Visayas and Environment |
| | - | Undersecretary for Field Operations-Mindanao |
| | - | Undersecretary for Special Concerns and Legislative Affairs |
| | - | Undersecretary for Integrated Environmental Science |
| | - | Assistant Secretary for Finance, Information Systems and Mining Concerns |
| | - | Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives |

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

II. Working Committees

1. Program Committee

- Chair - Director, Strategic Communications
- Co-Chairs - Assistant Director, Strategic Communication and Initiatives Service
- Members - OIC Chief, Strategic Alliance and Environmental Partnership Division
Chief, Training and Development Division
OIC Chief, Public Information Division
Representative/s, National Gender and Development Focal Point System
President, DENR Employees Union (DENREU)
President, Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4)

- a. Plan and organize the program and report details to the Oversight Committee;
- b. Coordinate all the tasks of different Committees; and
- c. Oversee and supervise the implementation of the activity.

2. Ways and Means Committee

- Chair - Director, Financial Management Service
- Co-Chair - Director, Foreign Assisted and Special Projects Service
- Members - Chief, Property and Supply Management Division
Chief, Accounting Division
Chief, Budget Division
Chief, Management Division
Chief, Cashier Unit - General Services Division
Representative/s, DENR Employees Union (DENREU)
Representative/s, Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4)

- a. Consolidate, review and process the funding requirements submitted by the working committees; and
- b. Coordinate with concerned committees to defray related expenses and liquidation process following the usual accounting and auditing rules and regulations.

3. Registration, Coordination and Management Committee

- Chair - Director, Human Resource Development Service
- Co-Chair - Representative, Personnel Division
- Members - Representative, Training and Development Division
Representative, Knowledge and Information Systems Service
Representative, General Services Division

- a. Ensure the accuracy and/or updated list of DENR officials and personnel;
- b. Prepare and disseminate the registration guidelines;
- c. Communicate and coordinate the flow of activities with the officials and personnel;
- d. Send invites to all officials and personnel;
- e. Prepare and implement mechanics and guidelines should there be any raffle and/or benefits that may be provided for the welfare of the officials and personnel; and manage the distribution of the same;
- f. Manage the conduct of raffle draw;

- g. Manage the set-up of appropriate online applications and/or software in coordination with the Program Committee;
- h. Safeguard the disruption of computer networks/systems, and applications; and
- i. Provide medical support through the Health and Wellness Unit to ensure the safety of the DENR Officials and employees.

4. Food Committee

- Chair: - Director, Administrative Service
 - Co-Chair - Director, Legal Affairs Service
 - Members - Representative/s, Office of the Secretary
 Representative/s, Human Resource Development Service
 Representative/s, Financial and Management Service
 Representative/s, Property and Supply Management 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;
 - c. Prepare and recommend the guidelines in the proper distribution of food; and
 - d. Manage the distribution of food.

5. Physical Arrangement Committee

- Chair - Director, Administrative Service
 - Co-chairs - Chief, General Services Division
 Chief, Network Infrastructure Management Division
 - Member - 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 props in coordination with other Committees;
 - b. Identify and procure and/or rent appropriate light and sound equipment, and other technical requirements, or supplies/materials;
 - c. Ensure health and safety protocols are being followed during the activity in coordination with Registration, Coordination and Management Committee;
 - d. Maintain cleanliness and orderliness within the DENR compound and strictly implement EMS practices; and
 - e. Manage the security and traffic control.

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

The Oversight and Working Committees shall convene to plan details of the event and provide the undersigned updates and status report.

Likewise, all DENR offices are hereby requested to support and participate in the celebration observing 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 masks during the conduct of the celebration.

A report shall be submitted to the undersigned within fifteen (15) days after the completion of the activity.

The Chief of Staff and Supervising Undersecretary for Strategic Communications is authorized to amend and/or reschedule the activity in case of conflict with other activities of the Department.

All related expenses including the procurement of IEC materials to be incurred during the conduct and participation of officials and employees shall be charged against identified DENR funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.


MARIA ANTONIA YULO LOYZAGA
Secretary

