



JUL 2 : 2023

SPECIAL ORDER

No. 2023 - 449

SUBJECT: AUTHORIZING THE PARTICIPATION OF OFFICIALS AND EMPLOYEES IN THE 2023 NATIONAL DISASTER RESILIENCE MONTH CULMINATION ACTIVITY ON 31 JULY 2023 AND THE CREATION OF OVERSIGHT AND WORKING COMMITTEES

In the interest of the service and pursuant to Executive Order No. 29, s. 2017, the DENR will conduct the National Disaster Resilience Month Culmination Activity, with the theme "*Para sa Bayan: DENR's Milestones and Pathways to Environmental Sustainability*," on 31 July 2023 in Metro Manila. The primary objective of this event is to facilitate discussions on programs, policies and directions aimed at strengthening environmental protection and climate and disaster resilience. Additionally, the event will serve as an opportunity to take stock of the Department's progress towards the achievement of strategies outlined in the Philippine Development Plan 2023 – 2028 and this administration's 8-Point Socio-Economic Agenda.

The following officials are hereby authorized to attend:

1. All Undersecretaries
2. All Assistant Secretaries
3. Head Executive Assistant
4. All Central Office Directors
5. All Regional Executive Directors
6. All Assistant Regional Directors
7. All Regional Directors, EMB
8. All Regional Directors, MGB
9. All Bureau Directors
10. All Heads of Attached Agencies
11. Other Key Officials and Employees concerned

Further, the following offices are hereby authorized to send respective personnel as attendees to the activity:

Offices	No. of Personnel as Attendees
Office of Undersecretaries	3 per Office
Office of Assistant Secretaries	3 per Office
Office of the Directors (incl. Divisions)	10 per Office
Bureaus	10 per Bureau
Attached Agencies	10 per Attached Agency
DENR NCR	5
EMB NCR	5
DENR Region 4B	5
EMB Region 4B	5
MGB Region 4B	5

Tayo ang kalikasan!

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

I. Oversight Committee

- Overall Chairperson - Chief of Staff and Supervising Undersecretary for Strategic Communications
- Overall Co-Chairperson - Undersecretary for Organizational Transformation and Human Resources
- Members - Undersecretary for Policy, Planning and International Affairs
- 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 supervise and monitor the preparation and implementation of the event in adherence to all existing rules and protocols.

II. Working Committees

1. Program Committee

- Chair - Director, Strategic Communication and Initiatives Service
- Co-Chair - Director, Document Management and Operations Support
- Members - Chief, Strategic Alliance and Environmental Partnership Division
- Chief, Development Communication Division
- Chief, Public Information Division

- a. Plan and organize the overall program and report details to the Oversight Committee; and
- b. Coordinate all the tasks of the different Committees.

2. Ways and Means Committee

- Chair - Director, Financial Management Service
- Co-Chairs - Director, Human Resource Development Service
- Director, Administrative Service
- Members - Chief, Property and Supply Management Division
- Chief, General Services Division

Chief, Accounting Division
Chief, Budget Division
Chief, Management Division
Chief, Cashier Unit-General Services Division

- a. Consolidate and review funding requirements as submitted by the working committees and as instructed by the management;
- b. Approve budget as reviewed;
- c. Prepare and review the documents related in the processing and procurement of goods and services in accordance with existing rules and regulations;
- d. Select and recommend the appropriate venue for the event, and other service providers in accordance with the requirements of the program; and
- e. Manage the set-up of food in coordination with the service provider.

3. Physical Arrangement Committee:

Chair - Director, Administrative Service
Co-Chairs - Chief, General Services Division
 Chief, Network Infrastructure Management Division
Members - Representative/s, Office of the Secretary
 Representative/s, Human Resource Development Service
 Representative/s, Development Communication Division
 Representative/s, Strategic Alliance and Environmental
 Partnership Division

- a. Plan and implement the approved physical set-up including the layout and design of the venue in coordination with other Committees;
- b. Identify and procure and/or rent appropriate lights and sound equipment, online applications/software, and supplies/materials, if necessary; and
- c. Coordinate with the service provider relative to the parking of service vehicles of DENR officials and personnel, as well as the provision of first-aid treatment if an emergency case arises.

4. Registration, Communication and Transportation Committee:

Chair: - Director, Human Resource Development Service
Co-Chair - Chief, Training and Development Division
Members - Chief, Career Development Division
 Representative/s, Office of the Secretary
 Representative/s, Personnel Division
 Representative/s, General Services Division
 Representative/s, Undersecretary for Field Operations -
 Luzon, Visayas and Environment
 Representative/s, Undersecretary for Field Operations -
 Mindanao

- a. Ensure the accuracy and/or updated list of DENR officials and personnel who will attend the event;
- b. Draft and disseminate invites and advisory;
- c. Assign ushers and usherette and arrange accordingly the seats of concerned officials at the venue;
- d. Communicate and coordinate the flow of activities with concerned officials and personnel; and


- e. Arrange for systematic provision of shuttle services for all attendees and arrival in the venue.

All committees shall regularly convene to plan and monitor the progress of the activity and provide the undersigned with updated status reports.

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 expenses to be incurred in this event shall be charged against the DENR Central Office funds subject to the usual accounting and auditing rules and regulations.

This order shall take effect on the date specified herein.


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

