



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



BAGONG PILIPINAS

DEC 01 2023

SPECIAL ORDER

No. 2023 - 821

SUBJECT: AUTHORIZING THE CONDUCT OF THE 2023 DENR HYBRID YEAR-END EMPLOYEES' GENERAL ASSEMBLY AND THE CREATION OF OVERSIGHT AND WORKING COMMITTEES

In the interest of the service and to strengthen camaraderie and foster collaboration of DENR officials and personnel in pursuit of the Department's goal of conservation, management and development of natural resources, the conduct of a hybrid Year-End Employees' General Assembly to be held on December 19, 2023 at DENR Multipurpose Building is hereby authorized.

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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| Chairpersons | - | Undersecretary for Organizational Transformation and Human Resources |
| | - | Undersecretary for Legal and Administration |
| Members | - | Chief of Staff and Supervising Undersecretary for Strategic Communications |
| | - | 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 oversee 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

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| Chair | - | Assistant Secretary for Human Resources Strategic Communication and Sectoral Initiatives |
| Co-Chairs | - | Director, Strategic Communications
Chairperson, DENR National Gender and Development Focal Point System
President, DENR Employees Union |

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
 Chief, Network Infrastructure Management Division
 President, Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4)

- a. Convene a meeting and organize the different segments of the program;
- b. Recommend and report program details to the Oversight Committee Chairperson; and
- c. Oversee and supervise the actual implementation of the activity.

2. Ways and Means Committee

Chair - Assistant Secretary for Field Operations – Eastern Mindanao

Co-Chairs - Assistant Secretary for Field Operations – Luzon and Visayas
 - Assistant Secretary for Field Operations – Western Mindanao

Members - Director, Financial Management Service
 Director, Human Resource Development Service
 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 approved by the Oversight Committee;
- b. Coordinate with the service providers as to the requirement of the program, and evaluate documentations to process payments in accordance with the existing procurement rules and regulations;
- c. Formulate and implement mechanics should there be raffle draws; and
- d. Recommend and report the details of preparation to the Oversight Committee Chairperson.

3. Coordination, Management and Virtual Program Committee

Chair - Director, Knowledge and Information Systems Service

Co-Chairs - Director, Administrative Service
 - Director, Human Resource Development Service

Members - Chief, Network Infrastructure Management Division
 - One Representative, Training and Development Division

- One Representative, Strategic Alliance and Environmental Partnership Division
 - One Representative, Development Communication Division
 - One Representative, Office of the Undersecretary for Field Operations – Luzon, Visayas, and Environment
 - One Representative, Office of the Assistant Secretary for Field Operations - Western Mindanao
- a. Coordinate the flow of 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 corresponding zoom link to all offices;
 - c. Manage the set-up of 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;
 - e. Ensure safe and secured virtual and live feed event; and
 - f. Recommend and report the details of preparation to the Oversight Committee Chairperson.

4. Physical Arrangement Committee

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| Chair | - | Director, Administrative Service |
| Co-Chair | - | Chief, General Services Division |
| Members | - | Chief, Network Infrastructure Management Division |
| | - | One Representative, Strategic Alliance and Environmental Partnership Division |
| | - | One Representative, Development Communication Division |
- a. Plan and implement the approved physical set-up;
 - b. Identify and procure and/or rent appropriate light and sound equipment and other logistical requirements;
 - c. Ensure safety protocols are being followed in coordination with Coordination, Management and Virtual Program Committee;
 - d. Maintain cleanliness and orderliness within the venue and its premises and strictly implement EMS practices; and
 - e. Recommend and report the details of preparation to the Oversight Committee Chairperson.

5. Food Committee

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| Chair | - | Director, Legal Affairs Service |
| Co-Chair | - | Director, Administrative Service |
| Members | - | One Representative, Office the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives |

- One Representative, Office of the Director, Human Resource Development Service
 - One Representative, Management Division
 - One Representative, Personnel Division
 - One Representative, Property and Supply Management Division
 - One Representative, Cashier Unit
 - One Representative, DENR Employees Union
- 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. Recommend and report the details of preparation to the Oversight Committee Chairperson.

The Registration Committee shall be handled by the Personnel Division while the Thanksgiving Mass Committee shall be managed by the DENR Catholic Community.

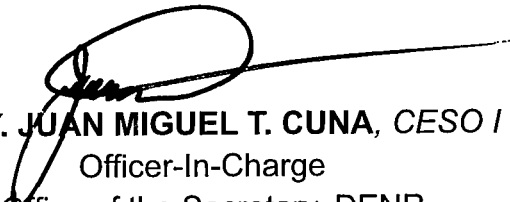
Moreover, the Oversight and Working Committees shall regularly convene to plan and monitor the progress of all preparatory activities and provide the undersigned updated and status report.

All DENR officials and personnel from Central Office, Bureaus, Attached Agencies, and Regional Offices shall be enjoined to participate and support all activities to be undertaken, observing the minimum public health standards set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases.

Likewise, 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 during the preparation and conduct of the 2023 Year-End Employees' General Assembly shall be charged against DENR funds, subject to the usual auditing and accounting rules and regulations.

This Order shall take effect immediately.


ATTY. JUAN MIGUEL T. CUNA, CESO I
Officer-In-Charge
Office of the Secretary, DENR

