



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

MAY 29 2024



SPECIAL ORDER
No. 2024 - 293

**SUBJECT: AUTHORIZING THE CONDUCT OF THE 37th DENR
FOUNDING ANNIVERSARY CELEBRATION AND THE
CREATION OF OVERSIGHT AND WORKING COMMITTEES**

In the interest of the service and pursuant to Executive Order No. 192, Series of 1987, the activities for the 37th founding anniversary of the Department of Environment and Natural Resources is hereby authorized to be held on June 10, 2024.

The conduct of the celebration aims to enhance camaraderie and reinforce organizational values to encourage cooperation amongst DENR officials and personnel to continue their dedication and commitment to pursue the Department's goal of conservation, management and development of natural resources.

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

I. Oversight Committee

- 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 and Visayas and Supervising Undersecretary for MGB and EMB Luzon and Visayas
 - Undersecretary for Field Operations - Mindanao and Supervising Undersecretary for MGB and EMB Mindanao
 - Undersecretary for Special Concerns and Legislative Affairs
 - Undersecretary for Integrated Environmental Science

The Oversight Committee shall oversee the preparatory activities undertaken by different working committees and ensures 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

- Chair** - Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives
- Co-Chair** - Director, Strategic Communications
- 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, DENR Employees Union
President, Kalipunan ng mga Kawani sa Kagawaran ng
Kalikasan (K4)

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

2. Ways and Means Committee

Chair - Assistant Secretary for Field Operations - Western Mindanao
Co-Chairs - Assistant Secretary for Field Operations - Luzon and Visayas
Assistant Secretary for Field Operations - Eastern Mindanao
Members - Director, Financial Management Service
Chief, Property and Supply Management Division
General Services Division
Chief, Accounting Division
Chief, Budget Division
Chief, Management Division
Chief, Cashier Unit-General Services Division

- a. Consolidate and review funding requirements submitted by the working committees, and as approved by the Oversight Committee;
- b. Evaluate documentations to process payments in accordance with the existing accounting, auditing and procurement rules and regulations;
- c. Formulate and implement mechanics should there be raffle draws; and
- d. Recommend and report details to the Oversight Committee.

3. Coordination Management, Virtual Program and Physical Arrangement Committee

Chair - Director, Administrative Service
Co-Chair - Director, Knowledge and Information Systems Service
Members - Chief, Network Infrastructure Management Division
Chief, General Services Division
One Representative, Office of the Undersecretary for Field Operations - Luzon and Visayas and Supervising Undersecretary for MGB and EMB Luzon and Visayas
One Representative, Office of the Undersecretary for Field Operations - Mindanao and Supervising Undersecretary for MGB and EMB Mindanao
One Representative, Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives
One Representative, Strategic Alliance and Environmental Partnership Division
One Representative, Development Communication Division
One Representative, Training and Development Division

- 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. Plan and implement the approved physical set-up;
- d. Identify, procure and/or rent appropriate specifications of lights and sounds equipment and other logistical requirements, as the need arises;
- e. Manage the set-up of cameras, cable, lapel, and the use of video-conferencing application in coordination with the Program Committee;
- f. Safeguard the disruption of networks/systems, and applications and ensure safe and secured virtual and live feed event;
- g. Maintain cleanliness and orderliness within the venue and its premises in accordance with EMS practices;
- h. Ensure safety protocols are followed; and
- i. Recommend and report details to the Oversight Committee;

4. **Food Committee**

Chair - Director, Foreign Assisted and Special Projects Service

Co-Chairs - Director, Financial and Management Service
Director, Legal Affairs 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, Budget Division

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. Coordinate with the Physical Arrangement Committee to organize the physical space needed;
- c. Monitor engaged food providers to follow EMS rules and regulations; and
- d. Prepare and recommend the guidelines in the proper distribution of food, and report the same to the Oversight Committee.

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 for the celebration, observing the minimum public health standards and protocols.

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 37th DENR Founding Anniversary Celebration shall be charged against DENR funds, subject to the usual auditing and accounting rules and regulations.

This Order shall take effect immediately.


AUGUSTO D. DELA PEÑA
Undersecretary
Organizational Transformation and Human Resources