



NOV 18 2024

SPECIAL ORDER
No. 2024 - 791

SUBJECT: AUTHORIZING THE CONDUCT OF THE 2024 DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY AND THE CREATION OF OVERSIGHT AND WORKING COMMITTEES

In the interest of the service and to enhance DENR officials and personnel's morale, camaraderie and esprit de corps in order to strengthen their dedication and commitment to pursue the Department's vision and mission, the conduct of a Year-End Employees' General Assembly with the theme "*Maka-Diyos, Makatao at Makakalikasan Tungo sa Bagong Pilipinas*", to be held on December 13, 2024 at the DENR Multipurpose Hall is hereby authorized.

The theme emphasizes a balanced approach to resilient development, prioritizing God, people, and the environment and is aligned with the DENR mandate of conservation, management, development and proper use of the country's environment and natural resources.

Highlights of 2024 DENR accomplishments, on-going plans and undertakings shall be presented, demonstrating the resilience and perseverance of the DENR in the delivery of quality service while aligning the essence and spirit of the celebration.

As such, the following Oversight and Working Committees shall be created to be composed of the following officials and personnel:

I. Oversight Committee

- Chairperson - Undersecretary for Organizational Transformation and Human Resources
- Members - Undersecretary for Legal and Administration
- 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 Supervising Undersecretary for MGB and EMB Luzon & 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 provide direction and guidance on the plans and program of activities for the year-end assembly, ensuring that the expected results are achieved in compliance with the applicable policies and laws for the effective and efficient delivery of service and economical use of resources.

II. Working Committees

1. Program Committee

- Chair - Assistant Secretary for Human Resources, and Sectoral Initiatives
- Co-Chairs - Director, Strategic Communications
Director, Human Resource Development Service
- 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 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 - Luzon and Visayas
- Co-Chair - Assistant Secretary for Field Operations - Mindanao
- Members - Director, Financial Management 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. Explore and manages funding sources related to the program of activities;
- b. Consolidate and review funding requirements as submitted by the working committees and as approved by the Oversight Committee;
- c. 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;
- d. Formulate and implement mechanics should there be raffle draws; and
- e. Report and recommend details to the Oversight Committee.

3. Coordination Management, Virtual Program and Physical Arrangement Committee

- Chair - Assistant Secretary for Administration
- Co-Chairs - Director, Administrative Service
Director, Knowledge and Information Systems Service
- Members - Chief, Network Infrastructure Management Division
One Representative, 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, 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 equipment and other logistical needs in accordance with the requirement of the event;
 - e. Manage the set-up of stage, cameras, cable and the use of video-conferencing application in coordination with the Program Committee;
 - f. Safeguard the disruption of computer networks/systems, and applications and ensure safe and secured virtual and live feed event;
 - g. Manage the traffic flow and parking arrangements within the premises;
 - h. Maintain cleanliness and orderliness within the venue and its premises in accordance with EMS practices;
 - i. Ensure safety protocols are followed; and
 - j. Recommend necessary advisory and report details to the Oversight Committee.

4. Food Committee

- Chair - Director, Foreign Assisted and Special Projects Service
- Co-Chair - Director, Financial and Management Service
- Members - One Representative, Office the Assistant Secretary for Human Resources, 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 Coordination Management, Virtual Program and Physical Arrangement Committee the physical space needed for the food providers;
- c. Ensure food safety management are implemented;
- d. Communicate with all food providers to abide with the EMS rules and regulations; and
- e. Recommend appropriate guidelines and report to 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 are hereby enjoined to participate and support all activities for the year-end event.

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 2024 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.



AUGUSTO D. DELA PEÑA
Undersecretary

Organizational Transformation and Human Resources