



**MEMORANDUM**

**FOR : All Regional Executive Directors  
DENR – Regional Offices**

**FROM : The OIC, Director  
Policy and Planning Service**

**SUBJECT : CONDUCT OF VIRTUAL VIA ZOOM AND IN-PERSON  
HYBRID NATIONAL PLANNING WORKSHOP WITH THE  
DENR REGIONAL OFFICES FOR THE DEPARTMENT'S FY  
2022 WORK AND FINANCIAL PLANS BASED ON THE FY 2022  
NATIONAL EXPENDITURE PROGRAM (NEP) ON 19-20, 22-26  
OCTOBER 2021**

**DATE : 13 OCT 2021**

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This has reference on the Online National Planning Workshop with the Regional Offices for the preparation of the FY 2022 Work and Financial Plan (WFP) of the Department on **19-20, 22-26 October 2021** via Zoom.

Pursuant to the attached draft Special Order, all **Assistant Regional Directors for Management Services** are instructed to attend the meeting and present their draft Regional Work and Financial Plans (WFPs) for FY 2022 to be assisted by PMD Regional Chief. The template was provided by this Office as guide to the Regions.

Listed hereunder is the schedule of the Regional presentations:

DATE	MORNING	AFTERNOON
October 19	Region 4A	Region 10
October 20	Regions 2 and 4B	Regions 1 and 5
October 22	6 and CAR	Regions NCR and 7
October 25	Regions 13 and 11	Regions 12 and 8
October 26	Region 9 and 3	

Attached is the draft Special Order and activity design for your information and reference.

  
**MELINDA C. CAPISTRANO**

*#SaveManilaBay*



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**Department of Environment and Natural Resources**  
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**SPECIAL ORDER**  
**NO.2021 - \_\_\_\_\_**

**SUBJECT: AUTHORIZING THE CONDUCT OF VIRTUAL VIA ZOOM AND IN-PERSON HYBRID NATIONAL PLANNING WORKSHOP WITH THE DENR REGIONAL OFFICES FOR THE DEPARTMENT'S FY 2022 WORK AND FINANCIAL PLANS BASED ON THE FY 2022 NATIONAL EXPENDITURE PROGRAM (NEP) ON 19-20, 22-26 OCTOBER 2021**

In the interest of the service and in line with the issuance of FY 2022 National Expenditure Program (NEP), the Policy and Planning Service, through the Planning and Programming Division, shall conduct the Online National Planning Workshop with DENR Regional Offices for the preparation of the FY 2022 Work and Financial Plan (WFP) of the Department on 19-20, 22-26 October 2021 via Zoom.

The following officials and employees are hereby authorized to attend:

**Resource Persons:**

1. Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects
2. Assistant Secretary for Finance, Information Systems and Mining Concerns
3. Director, Financial and Management Service
4. Director, Knowledge and Information Systems Service
5. OIC-Director, Policy and Planning Service
6. OIC-Director, Climate Change Service
7. OIC-Director Foreign Assisted and Special Projects Service
8. OIC-Director, Environmental Law Enforcement and Protection Service

**Participants**

**A. Central Office**

1. Chief, Policy Studies Division and staff
2. Chief, Network Infrastructure Management Division and staff
3. Chief, Budget Division and staff
4. OIC, Planning and Programming Division and staff
5. OIC, Program Monitoring and Evaluation Division and staff
6. All Division Chiefs of FASPS

**B. Staff Bureaus (FMB, LMB, BMB and ERDB)**

1. All Bureau Planning Division Chiefs and staff
2. Representatives from NGP Coordinating Office
3. All Chiefs, BMB Technical Divisions

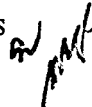
**C. Regional Offices**

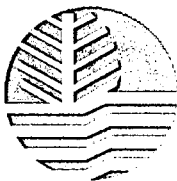
1. All Assistant Regional Directors for Management Services
2. All Regional Planning Chiefs
3. All Regional Section Chiefs, Plans and Programs Section
4. All Regional Chiefs, Finance Division

The Policy and Planning Service (PPS), through Planning and Programming Division shall serve as the Secretariat. A written report shall be submitted to the undersigned fifteen (15) days after the completion of the activity.

This Order shall take effect on the date specified herein.

**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Legal, Administration, Human  
Resource and Legislative Affairs





**ONLINE NATIONAL PLANNING WORKSHOP WITH DENR REGIONAL OFFICES  
FOR THE PREPARATION OF DENR FY 2022 WORK AND FINANCIAL PLAN (WFP)**  
*19-20, 22-26 October 2021*

**I. RATIONALE**

In line with the issuance of FY 2022 National Expenditure Program (NEP), the Policy and Planning Service (PPS), through the Planning and Programming Division (PPD), will be conducting an online National Planning Workshop on 19-20, 22-26 October 2021 via Zoom application.

The National Planning Workshop aims to present the draft FY 2022 Work and Financial Plan of 16 DENR Regional Offices based on the National Expenditure Program (NEP) of the Department and compliant to the prescribed FY 2022 Operational Planning Guidelines, as well as, priority programs of the Department.

**II. OBJECTIVES**

1. To present the FY 2022 Operational Planning Guidelines
2. To come up with the final draft Regional FY 2022 Work and Financial Plans (WFPs)

**III. PARTICIPANTS**

**A. Central Office**

1. Chief, Policy Studies Division and staff
2. Chief, Network Infrastructure Management Division and staff
3. Chief, Budget Division and staff
4. OIC, Planning and Programming Division and staff
5. OIC, Program Monitoring and Evaluation Division and staff
6. All Division Chiefs of FASPS

**B. Staff Bureaus (FMB, LMB, BMB and ERDB)**

1. All Bureau Planning Division Chiefs and staff
2. Representative from NGP Coordinating Office
3. All Chiefs, BMB Technical Divisions

**C. Regional Offices**

1. All Regional Offices Planning Chief
2. All Regional Section Chiefs, Plans and Programs Section
3. All Regional Chiefs, Finance Division

**IV. MONITORING AND EVALUATION (This activity is purely workshop)**

The expected output of the workshop is the final draft Regional FY 2022 Work and Financial Plans based on the FY 2022 National Expenditure Program (NEP) of DENR, which are reviewed by DENR officials indicated as resource person in the workshop.

V. **COURSE CONTENT**  
FY 2022 Planning Workshop

Date	Activities	Responsible Officer
<b>19 Oct 2021 (Day 1)</b>		
8:00 AM – 8:20 AM	Online Registration	<b>Roseanne C. Villas</b> <i>Planning Officer II</i>
8:21 AM – 8:30 AM	<b>Opening Ceremony</b> Invocation National Anthem	<b>Roseanne C. Villas</b> <i>Planning Officer II</i>
8:31 AM – 8:50 AM	Opening/Welcome Remarks	<b>Marcial D. Amaro, Jr.</b> <i>Assistant Secretary for Policy, Planning, Foreign Assisted and Special Projects</i>
8:51 AM – 9:15 AM	Methodology and Objectives of the Workshop	<b>Leanna M. Manubag</b> <i>Planning Officer II</i>
9:16 AM – 10:00 AM	Presentation of the FY 2021 Operational Planning Guidelines (Salient Features)	<b>Lariza S. Ramos</b> <i>OIC-Chief, PPS</i>
10:01 AM – 10:30 AM	Updates on Financial Management	<b>Angelito V. Fontanilla</b> <i>Director, FMS</i>
10:31 AM – 11:00 AM	Presentation on Database management and Information Systems updates/concerns	<b>Maria Elena A. Morillos-Manila</b> <i>Director, KISS</i>
11:01 AM – 11:30 AM	Presentation on Climate Change updates/concerns	<b>Elenida DR. Basug</b> <i>OIC-Dir, CCS</i>
11:31 AM – onwards	Presentation of FY 2022 Draft Work and Financial Plan (WFP) Regions 4A and 10	ARD for Management Services
<b>20 Oct 2021 (Day 2)</b>		
8:00 AM – 9:00 AM	Online Registration	<b>Roseanne C. Villas</b> <i>Planning Officer II</i>
9:01 AM – onwards	Presentation of FY 2022 Draft Work and Financial Plan (WFP) Regions 2, 4B, 1, and 5	ARD for Management Services
<b>22 Oct 2021 (Day 3)</b>		
8:00 AM – 9:00 AM	Online Registration	<b>Roseanne C. Villas</b> <i>Planning Officer II</i>
9:01 AM – onwards	Presentation of FY 2022 Draft Work and Financial Plan (WFP) Regions 6, CAR, NCR and 7	ARD for Management Services
<b>25 Oct 2021 (Day 4)</b>		
8:00 AM – 9:00 AM	Online Registration	<b>Roseanne C. Villas</b> <i>Planning Officer II</i>
9:01 AM – onwards	Presentation of FY 2022 Draft Work and Financial Plan (WFP) Regions 13, 11, 12 and 8	ARD for Management Services
<b>26 Oct 2021 (Day 5)</b>		
8:00 AM – 9:00 AM	Online Registration	<b>Roseanne C. Villas</b> <i>Planning Officer II</i>
9:01 AM – onwards	Presentation of FY 2022 Draft Work and Financial Plan (WFP) Region 9 and 3	ARD for Management Services
	Presentation of General Agreements and Ways Forward	<b>Thelma C. Alcaraz</b> <i>Planning Officer III</i>
	Open Forum	
	<b>Closing Ceremony</b> Closing Remarks	<b>Melinda C. Capistrano</b> <i>OIC-Director, PPS</i>

Emcee: Joshua Jhonel M. Magcamit, PPS-PPD

## VI. METHODOLOGY

The Online National Planning Workshop will be held on 19 to 20 and 22-26 October 2021 via Zoom application.

The DENR Regional Offices will present their major Programs, Projects and Activities of their FY 2022 Work and Financial Plan in plenary.

The following is the schedule of Regional presentation:

Date	Morning	Afternoon
19 October	Region 4A	Region 10
20 October	Regions 2 and 4B	Regions 1 and 5
22 October	6 and CAR	Regions NCR and 7
25 October	Regions 13 and 11	Regions 12 and 8
26 October	Region 9 and 3	

All Assistant Regional Director for Management Services are required to present and defend their respective WFP. A template of presentation will be provided. ENGP target sites, PA Management Activities, establishment of critical habitat, watershed instrumentation, Small Water Impounding Projects, infrastructure projects, status of MMFN, and similar activities must show location maps and other related information hyperlinked during the presentation. Show also latest photos of your MMFN and clonal nurseries.

Resource Speakers/Participants and other officials present may ask questions or give clarifications during or after the presentation.

On 26 October 2021, there will be a Plenary Discussion on the General Agreements of the Workshop and Ways Forward. Hence all Regional participants are required to join.

All comments and the recommendations must be incorporated in the final draft of Regional WFP and deadline of submission to PPD, PPS will be on or before **29 October 2021**.

## VII. RESOURCE PERSON/S

1. Assistant Secretary, Policy, Planning and Foreign Assisted and Special Projects
2. Director, Financial and Management Service
3. Director, Knowledge and Information Systems Service
4. OIC-Director, Policy and Planning Service
5. OIC-Director, Climate Change Service
6. OIC-Director, Environmental Law Enforcement and Protection Service

## VIII. DATE AND VENUE

The workshop will be conducted through a hybrid virtual (through Zoom application) and in-person meeting. It will be conducted on 19-20 and 22-26 October, 2021.

## IX. BUDGETARY REQUIREMENTS

All expenses for food, supplies and materials, and other incidental expenses shall be chargeable against Central Fund, subject accounting and auditing rules and regulations.

Prepared by:

**THELMA C. ALCARAZ**  
PO III  
Planning and Programming  
Division

Submitted by:

**LARIZA S. RAMOS**  
OIC-Chief  
Planning and Programming  
Division

Recommended by:

**MELINDA C. CAPISTRANO**  
OIC-Director  
Policy and Planning Service

Approved by:

**MARCIAL C. AMARO, JR., *CESO III***  
Assistant Secretary  
Policy, Planning and Foreign-Assisted and  
Special Projects