



Republic of the Philippines
Department of Environment and Natural Resources
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OCT 01 2021

MEMORANDUM

FOR/TO : **The Directors**
Environmental Management Bureau
Forest Management Bureau
Land Management Bureau
Biodiversity Management Bureau
Mines and Geosciences Bureau
Ecosystems and Research Development Bureau

The General Manager
Laguna Lake Development Authority

The Administrator
National Mapping Resource and Information Authority

The Executive Directors
National Water Resources Board
Palawan Council for Sustainable Development

The Regional Executive Directors
Region 1-13, CAR, NCR, CALABARZON and MIMAROPA

The Director
Legal Affairs Service/ Overall Team Leader Contact Tracing Team

FROM : **The Undersecretary**
Finance, Information Systems and Climate Change/
Coordinator of Crisis Knowledge Management and Data Collection
Coordination Group

SUBJECT : **MONITORING OF COVID-19 CASES AND SUBMISSION OF
VACCINATION PROFILES**

In accordance with DENR SO 2021-201 dated April 28, 2021, all DENR Offices are required to designate a COVID-19 Focal Person/s for better coordination on the Department's responses to the pandemic. In this regard, we request the respective Focal Person/s to submit through the Crisis Knowledge Management and Data Collection Group (CKMDCCG) the following data and information which will be included in the COVID-19 data buildup of the Department:

1. Monitoring report on COVID 19 cases as tracked through your respective COVID-19 Teams or your Contact Tracking Teams;
2. Vaccination profile of each personnel compiled through your designated health and wellness and/or medical teams.

For ease of monitoring and submission of updated data, the Knowledge and Information Systems Service, Statistics and Data Resource Management Division will coordinate submission of these data through the COVID-19 Dashboard and the Vaccination Profile Dashboard which can be accessed online. Each Office is required to designate point person/s and alternates for these activities. The Point Person/s shall also be responsible for the following:

1. Monitor the daily confirmed cases in their respective offices;
2. Maintain and update the database of DENR COVID-19 Tracker of their office;
3. Regularly update their respective Management on the number of COVID-19 cases in their office;
4. Ensure the confidentiality and privacy of information collected from the COVID-19 Tracker survey in adherence with the Data Privacy Act;
5. For Vaccine Profile, disaggregated data shall be collected e.g. sex, age group, comorbidities, etc. and the status of vaccination.
6. Vaccination Profile shall be updated with the changes in the variable status of the employee, e.g. status of vaccination and type of vaccine;
7. Provide the Central Office Health and Wellness Team with on-time vaccine profile updates, and
8. Attend orientation and meetings on database management.

Designated point persons and alternate focal persons are requested to provide their contact information for ease of communication using this link <https://bit.ly/2WEqb6j>

For further queries or clarification, you may contact the Statistic and Data Resource Management Division (SDRMD) through sdrmd@denr.gov.ph.

For your compliance.


ATTY. ANALIZA RIBUELTA-TEH, *CESO I*

cc: **The Undersecretary**
Legal, Administration, Human Resources and Legislative Affairs/
Head Crisis Command Center



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APR 28 2021

SPECIAL ORDER
No. 2021 - 201

**SUBJECT : CREATION OF THE CRISIS MANAGEMENT COMMITTEE
AND WORKING GROUPS, DEFINING THEIR ROLES AND
DESIGNATING OFFICIALS TO OPERATIONALIZE THE
TASKS**

In the interest of public service and to strengthen COVID-19 preparedness, response and recovery strategy in the Department, an implementation arrangement is hereby created.

There shall be a Crisis Management Committee (CMC) which shall be responsible for actions related to implementation measures during the Covid 19 pandemic and ensure coordinated response within the Department to eliminate and/or reduce exposure to Covid 19 virus, thus, maintain a healthy work environment and lower impact to DENR's operation. The CMC shall continuously monitor and supervise COVID-19 preparedness and response activities, evaluate progress to be able to recommend appropriate decisions to the Secretary. It shall monitor the events, round-the-clock, and regularly communicate updates within the Department to avoid fake news and confusion.

To support the CMC, following groups are also created to contribute to the development and implementation of a COVID-19 preparedness, response and recovery strategy:

1. Crisis Command Center: responsible to react quickly to crisis and organize/implement appropriate assessments and responses. It shall also directly supervise the Contract Tracing Team created under Special Order No. 2020-232. It shall document crisis procedures that define specific responses to a variety of incidents.

It shall monitor compliance of all offices with the health safety protocols and other guidelines issued by the IATF.

2. Covid 19 Testing and Vaccine Coordination Group: responsible for the coordination with IATF, DOH, other concerned agencies, local government units and private sector regarding availment of (a) Rapid Anti-Body Testing and/or RT PCR test or other similar appropriate/allowed test; and (b) vaccine for the employees. It shall provide for the guidelines regarding the conduct of the Test such as the setup of the test sites, testing schedules, orderly processing of tests, etc.

The Medical Unit, officially established of Dr Dean Zenarosa, Dr Palma Gundran and Shermaine Joyce Miña (Nurse) shall provide support to the Covid 19 Testing and Vaccine Coordinator. The Team shall also serve as Resource Persons of the CMC.

3. Crisis Management Planning Group: responsible for the formulation, review and update of the Crisis Management Plan and Contingency Program based on the current and evolving situation. It shall assess the impact of the pandemic across the DENR organization. It shall help the management plan, establish, operate, maintain and improve their organization's crisis management capability.
4. Crisis Knowledge Management and Data Collection Coordination Group: shall establish Covid 19 situation reporting dashboard, coordinate data collection and tracking, record information relating to current response efforts and highlight key decisions required to facilitate prioritization of tasks/resources. It shall formulate and implement a Crisis Knowledge Management Plan that will share and ensure access to timely information and educational resources and sourcing/uploading the most recent and relevant information so that employees understand the policies and processes. The Knowledge Management Plan shall aim to create a culture of safety with clear coordination between management and employees.

The Crisis Management Committee shall be composed of the heads of the abovementioned groups, as follows:

Chairperson	:	Usec. Ernesto D. Adobo Jr. who shall also head the Crisis Command Center
Vice-Chairperson	:	Usec. Jim O. Sampulna who shall also act as Deputy Head of the Crisis Command Center
Members	:	Usec Juan Miguel T. Cuna as Alternate Representative to IATF and Coordinator for Covid 19 Testing and Vaccine Coordination Group
		Usec. Jonas R. Leones as Coordinator of the Crisis Management Planning Group
		Usec. Analiza Rebuelta-Teh as Coordinator of Crisis Knowledge Management and Data Collection Coordination Group.

Undersecretaries Benny D. Antiporda, Edilberto D. Leonardo, Conrado E. Laza and Benito Antonio T. de Leon shall provide support to the CMC by providing the necessary

supervision of offices under their respective offices in enforcing safety and health protocols and implementing the plan and measures issued by the CMC.

The following are correspondingly tasked :

Dir. Rolando R. Castro and Dir. Nilo B. Tamoria – Head and Deputy Heads, respectively of the Secretariat to the Crisis Command Center and the CMC;

Asec. Nonita S. Caguioa and Dir. Angelito V. Fontanilla – Deputy Coordinators for Covid 19 Testing and Vaccine Coordination Group;

Asec. Michelle Angelica D. Go and Dir. Melinda C. Capistrano – Deputy Coordinators for Crisis Management Planning Group

Dir. Hiro V. Masuda and Dir. Maria Elena A. Morillos-Manila – Deputy Coordinators for Crisis Knowledge Management and Data Collection Coordination Group.

The Deputy Coordinators for the four (4) groups shall serve as Secretariat of their respective group.

Dir. Norlito Eneran shall continue to serve as Head of the Contact Tracing Team under Special Order No. 2020-232.

The Human Resources Development Service (HRDS) shall continue to undertake health and wellness training programs to promote compliance with health protocols and address physical and mental health concerns of employees in dealing with the pandemic.

Chief, Personnel Division Miriam M. Marcelo shall render technical support to the CMC for the timely gathering and dissemination of information to employees.

They shall also be members of the expanded CMC.

To initially implement this Special Order, following deliverables shall be submitted to the Secretary through the Chief of Staff and the CMC Chairperson:

1. Action plan for next three (3) months (May-July 2021) of each Group within fifteen (15) days from the issuance of this directive;
2. Report on the cost estimates and available funds for the swab tests and vaccine by Financial Management Service (FMS) within seven (7) days from the issuance of this directive;
3. Report regarding Agency in-house testing and vaccine based on coordination with IATF, DOH and other offices, within seven (7) days from the issuance of this directive by Covid 19 Testing and Vaccine Coordination Group;
4. Report on the Vaccine Profile of DENR employees by HRDS within seven (7) days from the issuance of this directive.

The Division Chiefs and Directors in the Central Office, Bureaus, Attached Agencies and Regional Offices are instructed to ensure the compliance of their respective personnel to the mandated health protocols, deployment schedule and other directives that will reduce the transmission of the COVID 19 virus in the work place. Each Office shall designate their Covid-19 Focal Person/s for better coordination on the Department's responses.

All Offices in the Central and Regional Offices, Bureaus, Attached Agencies shall participate in the development of interventions and new proposals, linked to the assessed needs and gaps. The Bureaus, Attached Agencies and Regional Offices, PENROs and CENROs are directed to replicate the implementation arrangement in their respective offices, as may be appropriate (ex. downscaled working groups, modified membership, etc.).

The Undersecretary for Finance is further instructed to allocate funding for Crisis Management of Covid 19 pandemic to implement the necessary activities including the provision of appropriate modality and tools that will enable employees to work on alternative arrangement such work from home (e.g. provision of laptops, internet allowance, etc.) and support especially to those personnel affected by Covid 19, subject to and in accordance with existing laws, rules and regulations.

This Order supersedes previous issuances and takes effect immediately.

ROY A. CIMATU
Secretary

