



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER

No. 2021 - _____

**SUBJECT: AUTHORIZING THE CONDUCT OF ORIENTATION
ON THE CRISIS KNOWLEDGE MANAGEMENT PLAN**

In the interest of the service and in line with DENR Special Order No. 2021-201 which created the Crisis Management Committee (CMC) and the Crisis Knowledge Management and Data Collection Coordination Group (CKMDCCG), the conduct of the orientation on the Crisis Knowledge Management Plan (CKMP) is hereby authorized on September 16, 2021 at 8:00 a.m. to 5:00 p.m. via online conference. The conduct of the orientation shall be in accordance with the IATF Guidelines and will observe minimum health and safety requirements.

The following shall attend the orientation:

- a. Counterpart of the CMC and the CKMDCCG and officials or personnel responsible for COVID-19 crisis management in the Central Office, Bureaus, Regional Offices and Attached Agencies;
- b. Members and representatives of the CMC, Coordination Groups and Teams at the Central Office, and
- c. Other teams/personnel responsible for COVID-19 crisis management, health management and knowledge sharing.

The Coordinator of the CKMDCCG in coordination with the Human Resources Development Service (HRDS) and the GAD Office shall organize and conduct the Orientation. The HRDS through the Training and Development Division (TDD) shall facilitate the activity including engagement of a resource person on knowledge management.

All expenses that will be incurred in relation to the activity including food, supplies, materials and other incidental expenses and fees/honoraria for the resource person/s shall be charged against funds of the Knowledge and Information Systems Service (KISS) and the Strategic Communication and Initiatives Service (SCIS).

The CKMDCCG Coordinator is authorized to reschedule the date of the Orientation and issue an advisory in case of conflict with other activities of the Department, availability of the resource person or as may be warranted due to COVID-19 situation. The Deputy Coordinators of the CKMDCCG shall submit a report on the Orientation within seven (7) days after the activity.

This Order takes effect immediately.

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

ORIENTATION ON THE CRISIS KNOWLEDGE MANAGEMENT PLAN**September 16, 2021****Via Online Conference****ORIENTATION PROGRAM**

TIME	TOPIC	RESOURCE PERSON/FACILITATOR
Morning		
8:30 – 9:00	Room Registration	Secretariat
9:00-9:15	Opening Program	Secretariat/Facilitator
	National Anthem	
	Prayer for safety and protection	
	Conference Reminders	
	Acknowledgment of Participants	
9:15-9:30	Welcome Message	Atty. Analiza Rebuelta-Teh
9:30-9:40	Overview of the Orientation	Dir. Elenida Basug
9:40-10:00	Video Presentation: Status of COVID-19 cases in the DENR	Dir. Ma. Elena Morillos Manila Contact Tracing Team DENR Medical Team Health and Wellness GAD
10:00-12:00	Overview of Knowledge Management Knowledge Management in time of Crisis	Resource Person
	Open Forum	
12:00-1:00	Lunch Break	
Afternoon		
1:00-2:00	DENR Crisis Knowledge Management Plan	Atty. Analiza Rebuelta-Teh
2:00-2:30	Panel discussion	Resource Person
2:30-3:00	Open Forum	Facilitator
3:30-4:00	Areas for Forward Planning	Secretariat/Facilitators
4:00-4:30	Synthesis	Dir. Maria Matilda A. Gaddi
4:30-4:45	Closing Remarks	To be announced *USEC EDA as CMC Chair?
4:45-5:00	Evaluation	Secretariat
Emcee – HRDS Documentation – KISS/SCIS/GAD Course Manager – HRDS/TDD		