



Republic of the Philippines
Department of Environment and Natural Resources
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929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

MINUTES OF THE MEETING

SUBJECT : **DENR BUILDING CONSTRUCTION MANAGEMENT COMMITTEE (DBCMC) KICK OFF MEETING**

DATE : **19 JANUARY 2022**

I. OPENING

Dir. Rolando R. Castro, Director of the Office of Administrative Service opened the blended meeting (face to face and via Zoom Meeting) at around 9:00 in the morning.

II. ATTENDEES

The meeting was participated by Atty. Norlito A. Eneran, Director of Legal Affairs Service, representatives from respective offices of the Office of the Assistant Secretary for Administration and Human Resources, Office of the Assistant Secretary for Finance, Information Systems and Mining Concerns, Environmental Management Bureau (EMB), Forest Management Bureau (FMB), Mines and Geosciences Bureau (MGB), Biodiversity Management Bureau (BMB), Land Management Bureau (LMB), Ecosystems Research and Development Bureau (ERDB), and the representatives from DENR Regions 1, 2, 3, 4A, 4B, 5, 6, 8, 9, 10, 12, CAR and NCR. The meeting also included the Chief of General Service Division (GSD), the Chief of Property and Supply Management Division (PSMD), the Chief of Budget Division, the Chief of Accounting Division, the Chief of Building and Grounds Maintenance Section (BGMS), representatives of Policy and Planning Service, and DBCMC-TWG Secretariat, respectively.

III. AGENDA & AGREEMENTS

During the meeting, the following agenda & agreements were discussed:

- Special Order No. 2021 – 379 dated July 15, 2021 with subject Reconstitution of the DENR Building Construction Management Committee (DBCMC);
- Preparation of Major Infrastructure Projects of DENR Regional Offices, Bureaus, and attached agencies
- Rules and Function of DENR Building Construction Management Committee (DBCMC)

- The Procedure of DENR Building Construction Management Committee (DBCMC) in terms of important documents to be submitted; Review, Funding and Inventory.
- Standardization of DENR Building Façade particularly the color of the paints to be used in different DENR Buildings will be included in the Final Guidelines
- Sample Building Roadmap and Building & Grounds Inventory were presented. Regional Offices and Bureaus requested to include footnote as a guide for inputs to be typed in. The draft sample will be e-mailed and will be used as an attachment for project proposals until further guidelines are finalized.
- Sample Checklist for Requirements of Proposed Infrastructure Projects for funding purposes is also presented. As of the conduct of the Meeting, while the guidelines are still in development, Regional Offices are expected to submit infrastructure project proposals for CY 2023 with available pertinent documents.
- All Sample Procedures, Checklists, Façade and other DBCMC guideline proposals presented are for finalization within CY 2022.
- Include the necessary documents such as Building Permit and other clearances in the Memorandum of Agreement with Department of Public Works and Highways (DPWH) before execution of infrastructure projects.
- Prepare documents relative to the building construction of the DENR Offices such as As-Built Plans, Fire Clearances, Occupancy permit, Transfer Certificate of Title (TCT) for Land Acquisition among others.
- A Memorandum relative to the Request of Focal and Alternate Focal Persons from each Regional Offices shall be sent upon the signature of Usec. Ernesto D. Adobo, Jr., DBCMC Chairperson. The concerned offices shall send a list of names upon receipt of the Memorandum (advance copy can be e-mailed).
- A Hybrid (Face to Face/via Zoom Meeting) Workshop will be conducted which is targeted to be in the 1st Quarter or 1st Half of 2022 to finalize the DBCMC guidelines.

Prepared by:

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OIC – Chief, BGMS

Noted by:

Engr. Guillermo V. Estipona Jr.
OIC- Chief, General Services Division