



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

SPECIAL ORDER

No. 2022- _____

SUBJECT: AUTHORIZING THE CONDUCT OF FACE-TO-FACE AND VIRTUAL WRITESHOP FOR THE FINALIZATION OF THE MANUAL OF AUTHORITIES ON FINANCIAL MATTERS

In the interest of the service, facilitate the approval of financial documents and ensure compliance to Republic Act No. 11032¹ dated 28 May 2018 and Its Implementing Rules and Regulations (IRR)² as implemented by DENR Special Order No. 2021-325 dated 16 June 2021³, the Writeshop on the Finalization of the Manual of Authorities on Financial Matters is hereby authorized to be conducted on March 21-23, 2022 in Region 3.

The following officials and personnel are authorized to attend the said activity:

A. Central Office

- Undersecretary for Finance, Information Systems and Climate Change
- Assistant Secretary for Finance, Information Systems and Mining Concerns
- Director for Financial and Management Service
- The Chief, Accounting Division and concerned staff
- The Chief, Budget Division and concerned staff
- The Chief, Management Division and concerned staff
- The Chief, Project Accounts Management Division (PAMD)
- Office of the Undersecretary for Finance, Information Systems and Climate Change, Two (2) representatives
- Office of the Assistant Secretary for Finance, Information Systems and Mining Concerns, One (1) representative
- Cashier Section-General Services Division, One (1) representative

B. Staff Bureaus

- FMB Bureau Director
- LMB Bureau Director
- BMB Bureau Director
- ERDB Bureau Director

C. Line Bureaus

- EMB Bureau Director
- MGB Bureau Director
- Regional Directors, Environmental Management Bureau (Regions 1, 7 and 10)
- Regional Directors, Mines and Geosciences Bureau (CAR, Regions 6 and 11)

¹ Ease of Doing Business and Efficient Delivery of Government Service Delivery Act of 2018

² Joint Memorandum Circular CSC-ARTA-DTI No. 2019-001 s. 2019 date 17 July 2019

³ Creation of the DENR's Committee on Anti-Red Tape (CART)

D. Regional Offices

- Assistant Regional Directors for Management Services (Regions 1-13, NCR and CAR)
- Chief, Finance Division (Regions 1-13, NCR and CAR)
- Region 3 - All Chief, Management Services Division and PENRO Accountants

E. Resource Persons

Atty. Daniel Darius M. Nicer, Assistant Secretary for Enforcement
Atty. Anthony Raymond M. Velicaria, Chief, Internal Affairs Division – Legal Affairs Service

F. Support Staff

- Management Division selected staff (6)
- Training and Development Division (TDD) - Human Resources Development Service selected staff (2)
- Knowledge and Information Systems Service selected staff (2)
- Strategic Communication and Initiatives Service (2)

All expenses to be incurred in the conduct of this activity shall be charged against the Central Office Funds. Transportation expenses of participants shall be charged against their respective offices subject to the usual accounting and auditing rules and regulations. The Assistant Secretary for Finance, Information Systems and Mining Concerns will issue an advisory in case of changes in the activity schedule and other concerns of the writeshop. No accommodation shall be provided for the drivers.

A report shall be submitted to the undersigned fifteen (15) working days upon completion of the workshop.

This Order shall take effect on the dates specified herein.

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