



### NOTICE OF MEETING

FOR/TO : 2022 DENR Year-End Employees' General Assembly  
Coordination, Management and Virtual Program Committee  
**All Vice-chairperson and Member Representatives**  
*(See attached Special Order)*

**All Focal Persons from Regional Offices, Bureaus, Attached  
Agencies and Central Office for the *Himig Pasko sa  
DENR***

FROM : **The Executive Director**  
Task Force Tayo ang Kalikasan, Assistant Director for  
Strategic Communication and Initiatives Service and  
Chair, Coordination, Management and Virtual Program  
Committee for the 2022 DENR Year-End Employees' General  
Assembly

AGENDA : Part I. **For Regional Offices, Bureaus, Attached Agencies and  
Central Office - via Zoom teleconferencing application  
with Meeting ID: 991 3386 9566 and Passcode: DENR2022**

1. Program
2. Mechanics
3. Christmas Color Motif
4. Other matters

Part II. **For all Vice-chairperson and Member Representatives  
from Coordination, Management and Virtual Program  
Committee via In-person Meeting at Protocol Office**

1. Special Order No. 2022-781
2. Flow of the activities
3. Internet Connection
4. Set-up of camera and use of video-conferencing  
application
5. Advisory and Memorandum Invitation (Zoom Link)
6. Other matters

DATE/TIME : November 16, 2022, 10:00AM onwards

VENUE : Protocol Office and Via Zoom teleconferencing application  
**Meeting ID: 991 3386 9566**  
**Passcode: DENR2022**

Your participation is enjoined.

  
**MARIA MATILDA A. GADDI**



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**SPECIAL ORDER**

No. 2022- 781

**SUBJECT: AUTHORIZING THE CONDUCT OF THE 2022 DENR HYBRID YEAR-END EMPLOYEES' GENERAL ASSEMBLY AND THE CREATION OF OVERSIGHT AND WORKING COMMITTEES**

In the interest of the service and to strengthen unity and solidarity of officials and employees amidst the challenges we are facing as stewards of the environment, the conduct of a hybrid program for the 2022 DENR Year-End Employees' General Assembly to be held on December 9, 2022 at the DENR Multi-Purpose Building, is hereby authorized.

The following Oversight and Working Committees shall be created to be composed of the following officials and personnel:

**I. Oversight Committee**

- |              |   |   |
|--------------|---|---|
| Chairpersons | - | Undersecretary for Organizational Transformation                                  |
|              |   | Undersecretary for Legal, Administration, Human Resources and Legislative Affairs |
| Members      | - | Undersecretary and Chief of Staff   |
|              | - | Undersecretary for Policy, Planning and International Affairs                     |
|              | - | Undersecretary for Finance, Information Systems and Climate Change                |
|              | - | Undersecretary for Field Operations - Luzon, Visayas and Environment              |
|              | - | Undersecretary for Field Operations-Mindanao                                      |

The Oversight Committee shall supervise the preparatory activities undertaken by different working committees and ensure the effective, efficient and economical use of resources to maximize the benefits to be derived from the activity and to achieve the intended purpose.

**II. Working Committees**

**1. Program Committee**

- |             |   |  |
|-------------|---|--|
| Chair       | - | Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives                                    |
| Vice-Chairs | - | Director, Strategic Communication and Initiatives Service  |
|             | - | Executive Director, Task Force Tayo ang Kalikasan and Assistant Director for Strategic Communication and Initiatives Service |
| Members     | - | Chief, Strategic Alliance and Environmental Partnership Division   |
|             |   | Chief, Development Communication Division  |
|             |   | Chief, Public Information Division   |
|             |   | Chief, Network Infrastructure Management Division  |
|             |   | Chief, Training and Development Division   |
|             |   | President, DENR Employees Union (DENREU)   |
|             |   | President, Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4)  |



#### **4. Physical Arrangement Committee**

Chair - Director, Administrative Service  
Vice-chair - Chief, General Services Division  
Member - Chief, Network Infrastructure Management Division  
Representative/s, Strategic Communication and Initiatives Service

- a. Plan and implement the approved physical set-up including the design and decorations of the venue, virtual background and other appropriate props in coordination with other Committees;
- b. Identify and procure and/or rent appropriate light and sound equipment and other logistical requirements;
- c. Ensure health and safety protocols are being followed during the activity in coordination with Coordination and Management Committee; and
- d. Maintain cleanliness and orderliness within the activity venue and strictly implement EMS practices.

#### **5. Food Committee**

Chair - Director, Administrative Service  
Vice-Chair - Director, Human Resource Development Service  
Members - Representative/s, Training and Development Division  
Representative/s, Management Division  
Representative/s, Personnel Division  
Representative/s, Cashier Unit  
Representative/s, DENREU

- a. Select, recommend and engage food providers;
- b. Monitor all food providers to follow EMS rules and regulations; and
- c. Prepare and recommend the guidelines in the proper distribution of food.

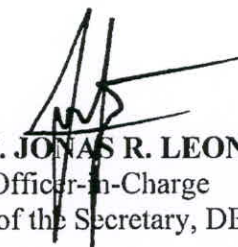
The Registration Committee shall be handled by the Personnel Division while Thanksgiving Mass Committee shall be handled by the DENR Catholic Community. They shall perform the usual work assignments traditionally handled by the said committees.

As such, the Oversight and Working Committees shall convene to plan details of the event and provide the undersigned updates and status report.

Likewise, all officials and employees of the DENR at the Central Office, Bureaus and Attached Agencies shall be enjoined to participate and support the said activity. Moreover, everyone is requested to observe the minimum public health standards set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, such as physical distancing and wearing of face masks.

All expenses to be incurred including expenditures shall be charged against identified DENR funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.

  
**ATTY. JONAS R. LEONES**  
Officer-in-Charge  
Office of the Secretary, DENR

