



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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A D V I S O R Y

TO: All Undersecretaries, Assistant Secretaries, Regional Executive Directors, Assistant Regional Directors, Line/Staff/Service Directors, Chief Planning Officers,

1st FIELD OPERATIONS MANAGEMENT CONFERENCE

April 16-18, 2023

Clark, Pampanga

1. The DENR will be conducting its 1st Field Operations Management Conference at Clark Marriott Hotel Clark Field, Pampanga.
2. Attendance at the conference is strictly limited to the USECs, ASECs, Bureaus/Service Directors, REDs, RDs, Assistant Regional Directors and Regional Planning Officers.
3. The conference will be live streamed via zoom at 8:30 AM on April 17 and 18, 2023. All PENROs, CENROs and Regional Division Chiefs and PENRO Division Chiefs are enjoined to participate on these days. One (1) official account per office shall be allowed to join the virtual conference. The ZOOM link will be provided during the opening program.
4. All DENR officials and participants are required to wear business attire and ARTA ID during the two-day event.
5. Participants traveling by air at the Clark International Airport will be picked-up by the assigned vehicles. Meanwhile, participants traveling from NAIA Terminal 2 and 3 can take point-to-point (P2P) buses to Clark. See attached P2P schedule.
6. All participants are advised to provide travel details in the pre-registration google link: (bit.ly/4027MeE)
7. For those who will be arriving on April 16, 2023 (Day 0), check-in time is 4:00 PM. Dinner will be served until 10:00 PM at the Marriott Hotel.
8. The Conference Proper (Days 1-2) will be held at the Marriott Hotel, while accommodation for participants will be provided at the Widus Hotel/Swissôtel.
9. Drivers from Central Office and other regions who paid the required fee will be provided with accommodation and meals at Eurotel, Don Juico Avenue, Angeles City, Pampanga.
10. The following are the Working Committee Chairperson with their respective contact numbers for reference:

Committee	Focal Person/s	Contact No.
Program	RD Wilson Trajeco Judelyn Francisco Rizza Villar Erika Luciano Twinkle Estudillo	09178903700 09399394297 091537516696
Communication and Registration	ARD Laudemir Salac Roni Sese	09175583490 09176563752
Administration and Logistics	RD Noel Lacadin Perla Collado	09278788805 09989985351
Finance Committee	Ma. Cecilia Antonio Andresito Cabalar Alma Gatchalian	09178913316
Documentation and Analysis	ARD Joselito Blanco EMB and MGB RSCIG PENRO Roger Encarnacion	09277038211 09667561048
Transportation	Giel Cadag	09083202230
Accommodation	Dolores Castro-For Marriot & Swissotel Danilo Manalang – For Eurotel	09273646120 09667784257

11. Minimum 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 shall be observed.

12. The time allotment for presentations/discussions are as follows:

- Undersecretaries – 15 minutes
- Bureau/Service Directors – 20 minutes
- Regional Offices – 20 minutes

Should there be clarifications for the presentations from the Offices of DENR Central, they may contact the following offices:

- Office of the Undersecretary for Field Operations – Luzon, Visayas and Environment
 - via email: officeofuseccuna@denr.gov.ph or
 - via phone: 8925-2328 and VOIP numbers 1070, 1071 & 1072
- Office of the Undersecretary for Field Operations – Mindanao
 - via email: usec.fom@denr.gov.ph or
 - via phone: 8928-8655 and VOIP numbers 1091, 1112 & 1113

13. For the conference proper, the Regional Offices' presentations must follow the guidelines and format which may be accessed through the google drive link: **shorturl.at/clDFJ**

14. Advance copies of the presentations must be uploaded at the google drive link: **shorturl.at/dzLUY** not later than 3:00 o'clock in the afternoon of April 14, 2023.

15. **Registration fee for the participants and their drivers is fifteen thousand pesos (Php 15,000) and six thousand (Php 6,000) respectively.** Payment shall be made payable to DENR R3 Miscellaneous Trust Fund with account number 3772-1004-68. Those who will be paying through ADA shall provide copy of ADA to the secretariat.