



Republic of the Philippines

Department of Environment and Natural Resources, Region 10

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Regional Memorandum Circular)

No. 2023- 2023 11001)

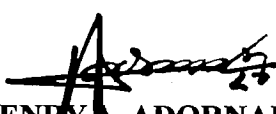
28 NOV 2023

**SUBJECT : GUIDELINES IN THE CONDUCT OF EXECUTIVE COMMITTEE/
FULL-TIME DELIVERY UNIT MEETING**

In view of the Region's desire to fully accomplish and implement all Programs/Projects/Activities charted in the approved Work and Financial Plan (WFP) and to comply with the requirements on Strategic Performance Management System (SPMS), Streamlining and Process Improvement of Critical Services (SPICS), Client Satisfaction Survey (CSS), Quality Management System (QMS), and Performance-Based Bonus criteria, a regular Executive Committee (Execom) and Full-time Delivery Unit (FDU) meeting pursuant to Administrative Order No. 46 dated March 30, 2015 shall be regularly conducted in order to be apprised of its status for the information and sound decision-making of the management. For effective and efficient conduct of said activity, the following guidelines are hereby issued, to wit:

1. The Execom/FDU meeting to be attended by DENR Regional Office officials shall be conducted every 2nd Monday of the month. However, the meeting can be rescheduled in case of conflict of schedule of the Regional Executive Director and/or his authorized presiding officer;
2. The meeting shall be considered as Expanded Execom in case the attendance of PENROs, CENROs and Implementing PENROs is necessary;
3. The Regional Office Divisions shall host the activity on rotational basis;
4. The Host Division shall be responsible in documenting the minutes of the meeting and shall provide the draft agreements within 7 days after the meeting for review and comment to all the concerned offices. The final draft with updates/action taken on the agreements shall be presented in the next Execom/FDU meeting for approval and/or adoption by the Body.
5. The approved minutes of the meeting shall be turned-over to the HRDS, Administrative Division for the repository of all records of agreements arrived during the Execom/FDU. Further, HRDS shall also develop a database on the minutes for easy access and retrieval in case needed; and
6. The agenda of the Execom/FDU meeting shall be the presentation of the following viz-
 1. physical and financial performance based on the approved WFP and;
 2. status of deliverables and compliance of instructions from higher office, including updates needing dissemination and decision-making.

This Memorandum Circular shall take effect immediately and remain in force unless revoked and superseded by the undersigned.


HENRY A. ADORNADO, Ph.D.
Regional Executive Director