



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

**DEPARTMENT ORDER NO. DO 2013-07-0008**

**RECONSTITUTION OF THE DEPARTMENT OF ENERGY  
COMMITTEE ON SPORTS, PHYSICAL FITNESS & RECREATION,  
AND CULTURAL AFFAIRS (CSPFRCA)**

In compliance with the following issuances/policies:

1. Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 38, s. of 1992 and 06, s. of 1995, as reiterated under CSC MC No. 08, s. of 2011, requiring all government agencies to implement a Physical Fitness & Sports Development Program to develop a healthy and alert workforce;
2. Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) per CSC Resolution No 1200241 dated 01 February 2012, where among the programs to be established for each agency is the Physical Fitness Program;
3. Sections 1-3 of Article No. IX (Sports, Recreation and Culture) of the DOE Collective Negotiation Agreement (CNA) issued/approved on 15 July 2011 which states that the DOE shall support and sponsor regular sports and cultural programs; and
4. Sec. 25 on Cultural and Athletics activities of the General Appropriations Act (R.A. No. 10352) which authorizes appropriations of One Thousand Five Hundred Pesos (P1,500.00) per employee-participant in the conduct of cultural and athletic activities.

the DOE hereby reconstitutes the COMMITTEE ON SPORTS, PHYSICAL FITNESS & RECREATION, AND CULTURAL AFFAIRS to be composed of the following:

I. Executive Committee	Responsible Persons
Committee Adviser	Director for Administrative Service (AS)
Steering Committee Chair	President of DOE – Employees Association (EA)
Sub-Committee Chair- persons for Sports, Physical Fitness, Recreation, & Cultural Affairs (SPFRCA)	EA Representative/s as designated/endorsed by the DOE-EA & concerned Bureau/Service Director
Sub-Com. Vice-Chair: For Internal Affairs For External Affairs	- do - - do -
<b>II. Technical Working Group (TWG)</b>	EA Representative/s [Principal and Alternate] on a per Bureau/Service/Office basis as designated /endorsed by the DOE-EA & concerned Bureau /Service Director and/or head of office. For the SCCA-TWG members, these will be chosen based on talents in singing, dancing (to include cheer-dance), and playing musical instruments.
SPFRCA Program/ Activities Coordinator	EA Representative/s as designated/endorsed by the DOE-EA & concerned Bureau/Service Director
Special Disbursing Officer	Representative/s from the Treasury Division, Administrative Service as designated/endorsed by the DOE-EA and concerned Service Director
<b>III. Secretariat</b>	Administrative Service: Human Resource Management Division (HRMD) and General Services Division (GSD) – Operations & Maintenance Unit; and Information Technology Management Service: Information Services Division (ISD) – IT & Documentation Unit

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## POWERS & FUNCTIONS OF THE EXECUTIVE COMMITTEE:

1. Formulate, implement, and conduct the year-round Committee activities for the DOE employees, to include general assemblies, recreation, family day, etc., for a balanced and healthy lifestyle;
  2. Conduct regular review and update of the Committee plans, activities, and programs (PAPs), to ensure that they are duly approved, provided with budget appropriations, gender-responsive, with due consideration to DOE senior citizens/employees and those with disabilities;
  3. Participate in programs and activities of the DOE and other government and non-government agencies, subject to approval of proper authorities, through the performances of the DOE Chorale, Musical Ensembles, & Dance Troupes;
  4. Formulate policies, rules and regulations pertaining to sports, health and wellness/recreational, and cultural activities, etc.;
  5. Facilitate the conduct of various development activities to include training and capability-building programs, planning, meeting, and workshops, etc;
  6. Encourage active participation of all DOE employees in the different activities of the Committee;
  7. Provide initial approval of the Committee's annual plan, accomplishment report and related reports and endorse /submit the same to the Office of the Secretary for approval, as may be required by the various agencies;
  8. Strengthen the external link with other agencies or organizations in relation to the Committee's efforts to promote/excel in sports and cultural activities;
  9. Supervise and manage the Committee's logistics requirements, to include the screening of members to compose the Musical Ensemble, Dance Troupes, DOE Cheering Squad, DOE Chorale, Sub-Committees' participations to various invitations, etc., ;
  10. Monitor the performance of the TWGs and coordinators, and suggest corrective/development measures, to include Sub-Committees' performance, it being the DOE's ambassadors of goodwill;
  11. Hold regular meetings/dialogues with all the Committee members for any concerns, issues, and related matters; and
  12. Perform other related tasks that may arise from time to time.
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### **FUNCTIONS OF THE TWG:**

1. Plan, organize, develop, and facilitate the effective operations, on a year-round basis, the Committee's efforts through proper implementation, budgeting and liquidation processes;
2. Conduct researches and complete staff work (CSW) of all the sports/physical fitness/recreation, cultural, and capability-building programs and related logistical requirements, etc. ;
3. Assist and provide technical assistance to the Executive Committee;
4. Prepare the Committee's correspondences/communications, and other documents, conducts surveys, formulate rules and regulations, and regularly update the Executive Committee of any issuances/developments relating to sports and cultural programs;
5. Prepare the Committee's reports and necessary evaluation/assessment as well as recommendations for the purpose; and
6. Undertake other assignments that the Executive Committee may assign from time to time.

### **FUNCTIONS OF THE COORDINATOR:**

1. Prepare all the documentary requirements needed, e.g., Travel Order, Trip Ticket, Disbursement Voucher, Obligations Slip, Petty Cash Voucher, including the list of names of the Committee on SPFRCA, as per instruction/s from the authorized/proper authorities;
  2. Serve as the central channel between the members of TWG, Sub-Committee Chairperson and Vice-Chairperson, and Special Disbursing Officer (SDO);
  3. Coordinate/monitor/record the documents to and from the Committee on SPFRCA and the management;
  4. Handle the documentary requirements for all the necessary bidding processes, e.g., TOR/specs, memo to the BAC/management, etc. ; and
  5. Perform other tasks that may be assigned from time to time.
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## **FUNCTIONS OF THE SPECIAL DISBURSING OFFICER:**

1. Act as the Treasurer of the Committee on SPFRCA;
2. Handle the cash requirements of the Committee as approved by proper authorities;
3. Process the liquidation of cash/expenses made by the Committee; and
4. Perform other related tasks that may arise from time to time.

## **FUNCTIONS OF THE SECRETARIAT:**

1. Provide administrative and related logistical support to the Committee, as follows:
  - 1.1 Monitor/Record/Distribute the necessary documents/communications of the Committee to and from HRMD, Bureaus/Services offices, and DOE management;
  - 1.2 Consolidate the Committee's PAPs, accomplishments reports, and submit the same to the management/other concerned agencies;
  - 1.3 Handle/maintain copies of the Committee documents, PAPs, surveys, results, reports, etc.;
  - 1.4 Handle documentary requirements of the Committee, e.g., video, photo-taking, to include its I.T. equipment/banner preparations; and
  - 1.5 Set-up the necessary general administrative service requirements: inside and outside performances, e.g., transport, security, janitorial, etc.;
2. Schedule/attend to meetings/consultations/briefings, and other undertakings, etc. of the Committee and prepare Minutes of Meeting as well as process payments of Committee meals; and
3. Be its central channel of communications for and behalf of/other concerned government/private agencies/etc.

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## TERM OF DUTY

The abovementioned officers/members of the Committee shall serve for a period of two (2) years reckoned from the date of appointment, subject to renewal at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, reassignment, or removal from the service, the replacement shall serve only for the unexpired term: Provided that in case of leave of absence or suspension, the replacement shall serve only for the duration of such leave of absence or suspension.

## OTHER PROVISIONS

The above assigned DOE officers/members shall continue to perform their regular functions in relation to their mandate. To ensure effective implementation of the Committee's PAPs and related initiatives, the Financial Services shall provide corresponding budget for meetings, coordination, travels, and other expenses, subject to the usual government accounting and auditing rules and regulations.

## SEPARABILITY CLAUSE

All Department Orders and other issuances inconsistent with this Department Order are hereby modified or superseded accordingly.

## EFFECTIVITY

This Department Order shall take effect immediately.

  
**CARLOS JERICHO L. PETILLA**  
Department Secretary



Date: JUL 02 2013

Energy Center, Fort Bonifacio, Taguig City, Metro Manila

  
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