



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2023-06-0019 *QW*

RECONSTITUTION OF THE DEPARTMENT OF ENERGY - COMMITTEE ON SPORTS, RECREATION, AND CULTURAL AFFAIRS (CSRCA)

WHEREAS, pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 38, series of 1992, and 06, series of 1995, as reiterated under CSC MC No. 08, series of 2011, require all government agencies to implement a Physical Fitness and Sports Development Program to develop a healthy and alert workforce;

WHEREAS, the DOE issued Department Order (DO) No. DO2013-07-0008 dated 02 July 2013 or the "*Reconstitution of the Department of Energy Committee on Sports, Physical Fitness & Recreation and Cultural Affairs (CSPFRCA)*" in support of the abovementioned CSC issuances;

WHEREAS, Sections 1 to 3 of Article No. IX (Sports, Recreation and Culture) of the DOE Collective Negotiation Agreement (DOE-CNA), which was approved on 16 November 2022, state that the DOE shall support and sponsor regular sports and cultural programs;

WHEREAS, Section 52 (Cultural and Athletics Activities) of the General Provisions of Republic Act No.11936 or the General Appropriation Act of 2023 authorizes the appropriation of One Thousand Five Hundred Pesos (PhP1,500.00) per employee-participant in the conduct of cultural and athletic activities;

WHEREAS, there is a need to reconstitute the composition and update the functions of the CSRCA to promote the well-being of the DOE employees in terms of sports, recreation and cultural activities;

NOW, THEREFORE, in consideration of the foregoing, the DOE hereby promulgates and adopts the following:

SECTION 1. RECONSTITUTION AND COMPOSITION OF THE DOE CSRCA

The DOE CSRCA Executive Committee is hereby reconstituted and shall be composed of the following:

Committee	Responsible Unit
Committee Adviser	Director, Administrative Services (AS)
Steering Committee Chair	President, DOE-Employees Association (DOE-EA)
Sub-Committee Chairpersons for Sports, Recreation and Cultural Affairs (SRCA)	Representatives designated by the DOE-EA and concerned Bureau or Service Director
Sub-Committee Vice-Chair for Internal Affairs or External Affairs	Representatives designated by the DOE-EA and concerned Bureau or Service Director

SECTION 2. FUNCTIONS OF THE EXECUTIVE COMMITTEE

The DOE CSRCA Executive Committee shall:

- 2.1 Formulate policies, rules and regulations pertaining to sports, health and wellness, recreational and cultural activities, etc.;
- 2.2 Facilitate the conduct of various development activities to include training and capability-building programs, planning meetings and workshops;
- 2.3 Promote active participation of all DOE employees in the different activities of the Committee;
- 2.4 Formulate, implement, and conduct the year-round Committee activities for the DOE employees such as but not limited to general assemblies, recreation and family day for a balanced and healthy lifestyle;
- 2.5 Conduct regular review and updating of Committee plans, activities, and programs (PAPs) to ensure that they are duly approved, provided with gender-responsive budget appropriations with due consideration to DOE senior citizens and employees with disabilities;
- 2.6 Provide initial approval of the Committee's annual plan, accomplishment report and related reports and endorse the same to the Office of the Secretary for approval, as may be required by the various agencies;
- 2.7 Organize the participation of the DOE in both internal and external functions, subject to approval of proper authorities, through the performances of the DOE Chorale, Musical Ensemble, and Dance Troupes;
- 2.8 Support and promote sports and cultural activities with other government agencies and/or organizations;
- 2.9 Supervise the screening of the membership of the Musical Ensemble, Dance Troupes, DOE Cheering Squad, DOE Chorale, and Sub-Committee's participations in various invitations;
- 2.10 Conduct regular meetings and dialogues with all the Committee members regarding any concerns, issues and related matters; and
- 2.11 Perform other related tasks that may arise from time to time.

SECTION 3. CSRCA EXECUTIVE COMMITTEE TECHNICAL WORKING GROUP (TWG)

The DOE CSRCA Executive Committee shall be supported by a TWG composed of the following:

Committee	Responsible Unit
Technical Working Group (TWG)	Representatives (Principal and Alternate) on a per Bureau, Service, Office basis as designated by the DOE-EA and concerned Bureau, Service Director and Head of Office. For the SCCA-TWG members, these will be chosen based on talents

Committee	Responsible Unit
	in singing, dancing (to include cheer dance), and playing musical instruments
SRCA Program/ Activities Coordinator	Representatives as designated by the DOE-EA and concerned Bureau and Service Director
Special Disbursing Officer	Representatives from the Treasury Division, AS as designated/endorsed by the DOE-EA and concerned Service Director

SECTION 4. FUNCTIONS OF THE TWG

The TWG shall:

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

SECTION 5. CSRCA EXECUTIVE COMMITTEE SECRETARIAT

The Human Resource Management Division, AS shall serve as Secretariat of the CSRCA Executive Committee.

SECTION 6. FUNCTIONS OF THE SECRETARIAT

Aside from providing administrative support to the DOE CSRCA and its TWG, the Secretariat shall:

- 6.1 Prepare all the documentary requirements needed, such as the travel order, Trip ticket, disbursement voucher, obligations slip, petty cash voucher, including the list of names of the Committee on SRCA, as per instruction from the authorized or proper authorities;
- 6.2 Serve as custodian of all documents and records of the Committee;
- 6.3 Handle the documentary requirements for all the necessary bidding processes, such as the Terms of Reference (TOR), memo to the Bids and Awards Committee (BAC); and
- 6.4 Perform other tasks that may be assigned from time to time.

SECTION 7. TERM OF DUTY

The abovementioned officers and members of the Committee shall serve for a period of two (2) years reckoned from the date of designation, 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.

SECTION 8. OTHER PROVISIONS

The designated 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 the corresponding budget for meetings, coordination, travels and other expenses, subject to the usual government accounting and auditing rules and regulations.

Moreover, subject to availability, the General Services Division, AS shall provide the CSRCA with an office space with basic equipment necessary for its operations and activities.

SECTION 9. REPEALING CLAUSE

This Order supersedes DO No. DO2013-07-0008 and any other related Special Order/s. All other issuances or parts thereof, which are inconsistent with this Order, are hereby revoked, amended and modified accordingly.

SECTION 10. SEPARABILITY CLAUSE

If for any reason, any section or provision of this DO is declared invalid, contrary to law or unconstitutional, such parts that are not so declared and/or affected shall remain in full force and effect.

SECTION 11. EFFECTIVITY

This DO shall take effect immediately upon its issuance and shall remain in full force and effect until sooner modified or revoked in writing by the Secretary.


RAPHAEL P.M. LOTILLA
Secretary



JUN 20 2023