



Republic of the Philippines  
Department of Environment and Natural Resources  
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929-66-20 • 929-66-33 to 35  
929-70-41 to 43

January 6, 2004

**MEMORANDUM**

**FOR : ALL Regional Directors-EMB, Administrative Officers/  
HRM Officers/FMB, LMB, PAWB, ERDB, EMB, MGB, CAR,  
NCR, Regions 1-13, LLDA, NRDC & NAMRIA**

**FROM : The Chief, Personnel Division**

**SUBJECT : Manpower Strength Report as of December 31, 2003**

In order to update the **DENR MANPOWER** Strength Report as of December 31, 2003 (Quarterly), please submit immediately to the Personnel Division the following statistics/reports not later than January 10, 2004 for submission to key officials concerned:

1. No. of Filled and Unfilled positions;
2. No. of Personnel by appointment (Permanent & Temporary);
3. No. of Casuals and Contractual (PS) and Contract 29;
4. No. and List of Personnel by Educational attainment;
5. No. of Filled positions by level;
6. By Length of Service;
7. By Age Category;
8. By Gender;
9. List of Key Officials from RED to Division Chief on floating status if any stating their Name, Position and Place of Assignment;
10. List of Actual Vacant positions with corresponding item numbers;
11. List of Personnel who were separated from the service and cause of separation. If death, please indicate if in line of duty and cause of death;
12. List of Personnel with pending administrative cases and indicate offense/charge and status if any; and
13. Alphabetical list of all employees stating their Name, Position, Salary Grade, Actual Salary, Place of Assignment, Date of Birth, Status, Date of Last Promotion, Education, Eligibility (with diskette).

Please breakdown your reports per Regional, PENRO & CENRO offices. For item nos. 4 to 8 please breakdown your report as follows – Regular, CT with incumbent if any. Casual, Contractual (PS) and Contract 29 employees. Your immediate and usual compliance is hereby requested. Send your report through LBC & JRS.

Thank you.

  
**ROLANDO R. CASTRO**