



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

UNTS NO. 2004- 10 . 440

FOR : ALL REGIONAL EXECUTIVE DIRECTORS
ALL REGIONAL DIRECTORS
ALL BUREAU DIRECTORS
HEADS OF OFFICES OF ATTACHED AGENCIES

FROM : THE UNDERSECRETARY
Management and Technical Services

SUBJECT : Submission of Updated Personnel Data Sheet (PDS) and
other Personnel Records of Division Chiefs /OIC –
Division Chiefs, CENROs / OIC-CENROs, PENROs/ OIC-
PENROs, RTDs/ OIC-RTDs

DATE : OCT 01 2004

Please submit to the Personnel Division, Central Office the updated Personnel Data Sheet and other pertinent personnel records re: Career Executive Service (CES) Eligibility, Diploma of higher education taken and certificates of trainings attended of Division Chiefs /OIC -Division Chiefs, CENROs / OIC-CENROs, PENROs/ OIC-PENROs, RTDs/ OIC-RTDs which will be filed in the 201 files created and maintained by the Central Office on or before October 15, 2004.

For your strict and immediate compliance.


ROLANDO L. METIN

MEMO
487