



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman Quezon City, 1100
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MEMORANDUM

FOR : All Central Office Head of Offices
All Bureau Directors
Head of All Attached Agencies

FROM : The Director III
OIC, Human Resource Development Service

SUBJECT : **TRAINING ON WEB PAGE DESIGNING**

DATE : 11 October 2004

The Human Resource Development Service in coordination with the Management Information System Division will conduct a Training on Web Page Designing tentatively scheduled on October 18-22, 2004 (1st Batch) and October 25-29 from 9:00 AM to 12:00 NN (2nd batch) while the 3rd batch will be on October 25-29, 2004 from 2:00 – 5:00 PM at the Conference Room, DENR Canteen, Visayas Avenue, Quezon City.

The general objective of this training is to enable the participants to acquire basic understanding on the use of MS Power Point Presentation

In this connection, please recommend two (2) personnel from each division from the Central Office and five (5) personnel from each Bureau and Attached Agencies and submit to the Trainers Development Division, HRDS not later than October 14, 2004.

For your information/appropriate action

Adeluisa G. Siapno
ADELUISA G. SIAPNO

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