



Republic of the Philippines
Department of Environment and Natural Resources

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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 POWER POINT PRESENTATION**

DATE : 11 October 2004

As part of the commitment of the Human Resource Development Service for the first 100 days of Hon. Secretary Defensor in office, the Human Resource Development Service in coordination with the Management Information System Division will conduct a Training on Power Point Presentation tentatively scheduled on October 18 to 22, 2004 from 2:00 PM to 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 Agency 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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