



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

TO : ALL REGIONAL EXECUTIVE DIRECTORS  
ALL REGIONAL DIRECTORS  
HEADS OF ATTACHED AGENCIES

FROM : The Undersecretary  
Management and Technical Services

**SUBJECT : ANALYSIS MATRIX FOR "LEAN" ORGANIZATIONAL  
STRUCTURE AND POSITION CHART**

DATE : **APR 06 2005**

In relation to the memorandum from the OIC, DENR dated January 18, 2005 re: Submission of a "Lean" Organization Structure and Position Chart, please find attached analysis matrix form as guide to the conception of your regional/office "lean" organizational structure.

Submit your lean organizational chart and matrix to the Office of the Director for Administrative Service **on or before April 15, 2005**. For clarification please contact the Secretariat at telephone numbers 926-2691/9287218.

For your compliance.

*Joe*  
  
**ARMANDO A. DE CASTRO**

*Memo - III*

*Attached: a/s*

Lean Organization Chart  
Analysis Matrix

Region/Bureau: \_\_\_\_\_

| OFFICE/DIVISION/<br>SECTION | NO. OF PERSONNEL |        |        |                  | FUNCTIONS<br>(EO 192 AND<br>RELATED<br>LEGISLATIONS) | CURRENT/ACTUAL<br>FUNCTIONS | EMERGING<br>FUNCTIONS |
|-----------------------------|------------------|--------|--------|------------------|--|-----------------------------|-----------------------|
|                             | FILLED           | VACANT | CASUAL | CONTRACTUAL (PS) |  |                             |                       |
|                             |                  |        |        |                  |  |                             |                       |

Prepared by: \_\_\_\_\_

Reviewed and approved by: \_\_\_\_\_

Date: \_\_\_\_\_