



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM

TO : All Personnel
Central Office

FROM : The Undersecretary
Management and Technical Services

SUBJECT : **SUBMISSION OF ACTUAL DUTIES**

DATE : **JAN 14 2005**

Please submit to the Personnel Division list of actual duties FY 2004 duly certified by the Division Chief/Head of Unit.

Said documents shall be used to update 201 files and Performance Evaluation System report for FY 2004.

Division Chiefs/Heads of unit shall submit the compilation of the actual duties of personnel assigned in their respective offices in MS Excel format providing the Personnel Division with a paper and electronic copies of said reports.

Please submit said documents on or before **January 19, 2005.**

Non-compliance with said instruction shall be considered in violation of reasonable office rules and shall merit a corresponding reprimand.

For your immediate and strict compliance.


ARMANDO A. DE CASTRO

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