



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM FROM THE OFFICER IN CHARGE, DENR

TO : ALL DIVISION CHIEFS
Central Office

SUBJECT : **SUBMISSION OF FUNCTIONAL AND POSITION
CHART**

DATE : JAN 17 2005

In line with the reorganization development program of the Department, you are hereby instructed to submit functional and position chart of each unit in your respective divisions based on the plantilla. The chart should reflect the different boxes reflecting functional description indicating the filled and unfilled position/s as of December 31, 2004, sample of which is attached.

Also, please submit an updated list of personnel re-assigned to or from your respective offices.

Submit abovementioned data to the Personnel Division on or before **January 19, 2005.**

For strict compliance.


ARMANDO A. DE CASTRO

MEMO
17