



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : The Regional Executive Directors, Bureau Directors
and Heads of Attached Agencies

ATTN. : The Chief, Administrative Division

FROM : The Director, Administrative Service

SUBJECT : **UPDATING OF PERSONNEL RECORDS OF DENR KEY
OFFICIALS**

DATE : **JUN 16 2005**

This refers to the preparation and issuance of Notice of Salary Adjustment/Notice of Step Increment of all DENR officials.

In this connection, may we request you to submit to the Personnel Division the updated Service Records of all the officials (Division Chiefs up to the REDs/Bureau Directors/Heads of Attached Agencies) holding plantilla positions in your respective regions/bureaus/attached agencies, which shall serve as reference in the review/preparation of NOSA and NOSI. Further, the same will be used in updating the salaries of DENR Key Officials.

For information and compliance.


RAMON M. EZPELETA, CESO IV

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