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DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM

To : ALL PERSONNEL
Central Office

From : The Director
Administrative Service

SUBJECT : MATRIX FOR ACTUAL DUTIES

Date : 17 JAN 2005

Pursuant to the Memorandum of the Undersecretary for Management and Technical Services re: submission of actual duties dated January 14, 2005 the matrix attach will be used for individual and consolidated reports for submission on or before January 19, 2005

For your information and guidance.

RAMON M. BZPELETA, CESO IV

MEMO
18

Department of Environment and Natural Resources

STATEMENT OF ACTUAL DUTIES

Name _____ Position: _____
Office/Division: _____
Present Assignment: _____ Mother Unit: _____

| ACTUAL DUTIES | |
|---------------|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

Prepared by: _____ Date: _____
(Signature of Employee)

Noted by : _____
Immediate Supervisor
(Signature over printed name)

MATRIX FOR CONSOLIDATED REPORT (MS Excel)
ACTUAL DUTIES

(DIVISION/UNIT)
ACTUAL DUTIES FY 2004

| NAME | POSITION/DESIGNATION | ACTUAL DUTIES |
|------|----------------------|---------------|
| 1. | | • |
| | | • |
| | | • |
| | | |
| 2. | | • |
| | | • |
| | | • |
| | | |
| 3. | | • |
| | | • |

Certified correct by : _____
Division Chief/ Unit Head