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Republic of the Philippines
Department of Environment and Natural Resources
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JUL 04 2005

MEMORANDUM

TO : All Heads of Offices
DENR Central Office


FROM : The Undersecretary
Management and Technical Services

SUBJECT : **DEMONSTRATION ON PRESENTATION SKILLS FOR
SELECTED HRDS STAFF AND RANK-AND-FILE
EMPLOYEES IN THE DENR CENTRAL OFFICE**

The Trainers Development Division (TDD), Human Resource Development Service (HRDS) will be conducting the Demonstration on Presentation Skills at the HRDS Function Room, HRDS Bldg., DENR Compound, Visayas Avenue, Diliman, Quezon City on July 19, 2005.

In view of this, you are instructed to submit the names of your nominees (one principal and one alternate) to the Chief, TDD-HRDS, not later than July 8, 2005. The nominees to this training must be those personnel whose work requires the necessary skills in presentation.

For your information and compliance.


ARMANDO A. DE CASTRO

Memo 197-A

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