



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM

FOR/TO : The Undersecretaries
The Assistant Secretaries
The Head Executive Assistant
All Division Chiefs/Section Chiefs

FROM : The Director III
Human Resource Development Service

SUBJECT : **SUBMISSION OF NOMINEES TO THE LECTURE-FORUM ON
RECRUITMENT AND STRUCTURED INTERVIEW**

DATE : **OCT 27 2005**

The Human Resource Development Service will conduct two batches of the *Lecture-Forum on Recruitment and Structured Interview* tentatively scheduled on November 24-25 and 29-30, 2005. The objective of this two-day activity is to update and enhance the technical and professional skills of the participants in conducting structured selection interviews. Target participants are the officials and other personnel involved in the recruitment and selection of employees in DENR Central Office, specifically those who conduct interviews.

In this connection, may we invite you and/or your alternate in conducting interviews to participate in this lecture-forum. You may contact the Chief, Trainers Development Division or Maam Lumanglas/Marie Bongco at Tel Nos. 929-6626 loc. 2211/2101/2108 on or before November 7, 2005 to confirm your attendance. Your early confirmation will give us time to prepare the Special Order.

For your consideration.

Adeluisa G. Siapno
for **ADELUISA G. SIAPNO**

Meo 286