



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

FOR : All Regional Executive Directors
Bureau Directors
Heads of Attached Agencies

FROM : The Undersecretary
Management and Technical Services

SUBJECT : **SUBMISSION OF ANNUAL REPORT ON POSITIONS
FILLED FOR CY 2005**

DATE : November 3, 2005

In compliance with the Civil Service Commission and Department of Budget and Management Joint Circular No. 03, series 2004 dated December 14, 2004 and in view of the approved clearance to fill vacant positions for CY 2005 issued by the undersigned to your respective offices, you are hereby instructed to submit an annual report on the positions filled for CY 2005 using the following attached format. Submit the same **on or before November 15, 2005.**

For your strict and immediate compliance.


ARMANDO A. DE CASTRO

Memo 296

Report on Funded Vacant/Vacated Regular Positions
 FY _____

Department: _____
 Bureau/Agency: _____

Unique Item No.	Position Title and Salary Grade	Annual Salary	PERA	ACA	Year-End Benefit	Uniform/Clothing Allowance	Other Allowances/Benefits	Employees Compensation Insurance Premium	PHIC Contribution	PAG-IBIG Contribution	RLIP	Total Annual Personal Services Appropriation	Personal Services Savings for the Year	Date the position was vacated
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
TOTAL														

Prepared/Certified Correct:

 Human Resource Management Officer

Approved:

 Agency Head

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