



Republic of the Philippines  
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07 December 2005

**MEMORANDUM**

FOR : ALL REDs  
Regions 1 – 13  
CAR & NCR  
All Bureau Directors  
DENR

Attn.: The Chief, Administrative Officers

FROM : The Director  
Administrative Service

SUBJECT : **SUBMISSION OF ACTUAL DUTIES OF  
PERSONNEL OCCUPYING TECHNICAL/UNIQUE  
POSITIONS**

Our office is now in the process of establishing/formulating the Performance Standards of all Unique/Technical positions nation-wide to rationalize the Performance Evaluation System implemented in the DENR.

In this connection, please submit to this Office, Attn.: **Mrs. Ofelia B. Veloira**, Consultant, this Service, the actual duties of all Personnel who are occupying Unique/Technical positions in your respective offices.

Please get in touch with **Mrs. Veloira** for whatever query you may wish to be clarified with.

For your immediate compliance.

  
RAMON M. EZPELETA, CESO IV

*Memo 322*

**Let's Go Green**