



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 * (632) 929-62-52

TO : All Heads of Office
DENR Central Office

FROM : The Director
Human Resources Development Service

SUBJECT : **LAST SESSION OF OFFICE PROTOCOL TRAINING**

DATE : September 26, 2011

The Human Resource Development Service will conduct its last session of Training on Office Protocol with the theme "Manner Matters Enhancing Knowledge on Office Protocol" on October 04, 2011. Said activity is in line with the Secretary's program on DENR Re-Engineering and Anti-Corruption Reforms which is supported by Special Order No. 2011-129 dated February 14, 2011.

In relation to this, employees with salary grades 1-22 who were not able to participate in the previous sessions may attend the last session on the aforesaid date from 8:00AM to 5:00PM at the Social Hall, DENR Main Building.

Should there be any queries, please coordinate with Ms. Audrey T. Rosete of HRDS at 9277096 or local no. 2110.

For your information.


RIC GLENRIQUEZ, PhD