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**MEMORANDUM**

17 NOV 2020

**FOR/TO :** All Permanent Employees  
DENR Central Office

**FROM :** The OIC, Assistant Secretary  
Administration and Human Resources

**SUBJECT :** INTERNET LOAD CLAIM REQUIREMENTS

This pertains to the payment of internet load of the participants and learning event staff amounting to One Hundred Pesos (Php100.00) per day as stipulated in item no. II.C.1.b of the approved DENR Memorandum Order No. 2020-03 dated 6 August 2020, "*Participants and Learning Event Staff shall be provided with modest internet load/top up fees not to exceed One Hundred Pesos (Php 100.00) per day based on the actual number of training and preparation hours*".

In order to smoothly facilitate the processing of such payment and claim, the following documents are required as attachments:

- ✚ Approved Learning Event Design with Schedule of Activities/Training Activity Plan, and Special Order
- ✚ Copy of Daily Time Record with Work from Home (WFH) reflected on the date/s of the webinar/online course or schedule showing that the participant or learning event staff is on a work from home set-up during the duration of the webinar/online course
- ✚ Certificate of Attendance/Completion/Participation with indicated number of hours

For information and guidance.

  
RUTH M. TAWANTAWAN, CESO II