



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

NOV 27 2020

FOR : **All Heads**
Office of the Undersecretary for Attached Agencies
Foreign Assisted and Special Projects Service
Internal Audit Service
Policy and Planning Service
Pasig River Coordinating and Management Office

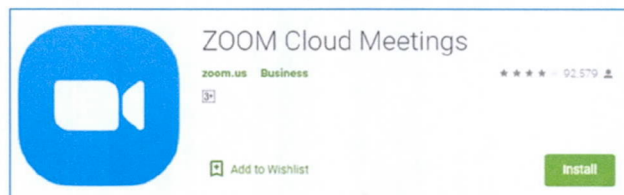
FROM : **The Director**
Human Resource Development Service

SUBJECT : **DIGITAL ORIENTATION FOR NEW ENTRANTS BATCH 2**

This pertains to the conduct of the Digital Orientation for New Entrants Batch 2 on December 10-14, 2020 through Zoom from 9:00AM to 5:00PM daily. It aims to gain employees' commitment in the DENR and to be able to communicate the Organization's expectation to increase the level of productivity as well as its retention rate.

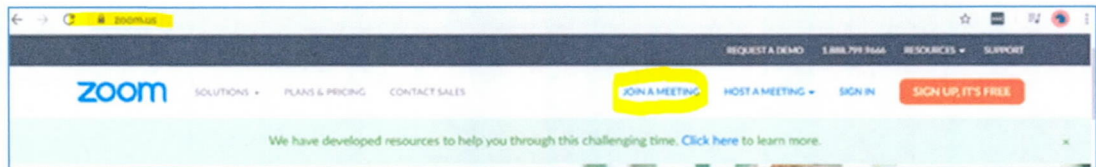
In relation to this, we are asking participants from your service to follow the instructions below:

1. For first time users, familiarize yourself to the website <https://zoom.us/> or watch this video <https://www.youtube.com/watch?v=fGbpwZNW3oI>
2. The Webinar will be held live online. Please prepare and sign in 10 minutes earlier and follow the instructions on how to join the meeting sent to you by the host to your email.
3. You need to have a cellular phone or a desktop computer/laptop with webcam and a reliable internet connection. It is advisable to use earphones with a microphone for a more interactive experience.
4. For cellular phone users, you need to download the Zoom Cloud Meetings in Google Play Store for Android or the App Store for iPhone.



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5. For desktop/laptop users, visit <https://zoom.us/> and click JOIN A MEETING. The Meeting ID and password for each session will be sent to your e-mail and through Messenger group chat. You may opt to download the zoom application, or you can join from the browser.



6. All learners are required to be present during the webinar wearing the prescribed uniform for Wednesday and Thursday and any DENR shirt on Friday.
7. Make sure your phone/computer is on silent mode/mute to avoid any interruption during the webinar.
8. Close all background applications that have no connection with the webinar.
9. Kindly mute your microphone upon signing in and during the webinar to avoid distraction. Questions regarding the presentation will be addressed in the open forum at the end of the session. If there are urgent matters, you may raise your hand and wait for the host to address you only then can you turn on the microphone.
10. Never interrupt the speaker during the lecture. There will be an opportunity to ask questions after the presentation. Be sure to write them down for you to remember.
11. Remember to turn off your microphone after addressing your concerns.
12. Do not leave while the webinar is ongoing. The meeting will end when the host exits at the end of the session.
13. Make sure your webinar area is inaccessible to pets, children and anything that produces noise or distraction.
14. This activity shall be documented by the HRDS and officially be reported as accomplishment.
15. If you have any clarifications or insight, kindly chat our HRDS to entertain your concern/s.
16. A briefing will be held on December 07, 2020 through Zoom at 2:00PM. Details are as follows:

Meeting ID: 967 2135 1625

Passcode: done2

Learner's Profile shall be filled out by all participants prior to the conduct through <https://forms.gle/GdU71xMvoaiWw4LY6>. Attached is an advance copy of the Special Order for this activity. For any question or inquiry, you may e-mail us at hrds-tdd@denr.gov.ph, send us a message on our official Facebook page, Training and Development Division or contact Mr. Randy A. Nuñez at 09060958178 or Ms. Jenifer P. Santelices at 09267214880. We shall furnish your office a copy of the signed Special Order of the activity once available.

For your information and appropriate action.


RIC G. ENRIQUEZ, Ph.D., CESO III



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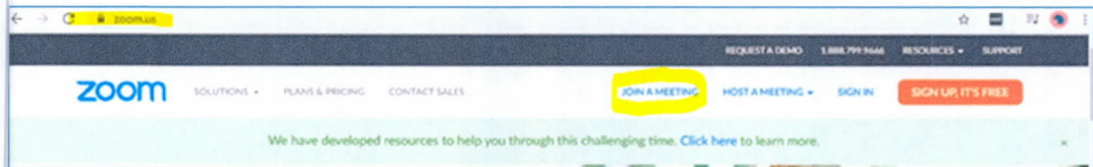
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