



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
Website: <http://www.denr.gov.ph>

MEMORANDUM

JUL 13 2021

TO : All Regional Executive Directors
All Bureau Directors

FROM : The Undersecretary
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : SUBMISSION OF SEMI-ANNUAL L&D ACCOMPLISHMENT
REPORTS

Pursuant to item 7.2.1.2 of the approved Operational Planning Guidelines on the Preparation of Work and Financial Plan (WFP) for Fiscal Year 2021, please be reminded of the submission of semi-annual L&D Accomplishment Report every second Friday of July and January through the Human Resource Development Service for consolidation.

Please use the attached template for efficient monitoring of the L&D activities/programs of the Department. The consolidated semi-annual accomplishment reports shall be submitted to the undersigned, copy furnished Policy and Planning Service, fifteen (15) working days after the prescribed date of submission.

For strict compliance.


ATTY. ERNESTO B. ADOBO, JR., *CESO I*

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Within the Regional Budget

The budget shall be appropriated for the following:

- **Sufficient amount** shall be allocated for the conduct of psychological test for newly-hired (original/ re-employed) employees.
- **Sufficient amount** shall be allocated for the implementation of L&D activities/interventions stipulated in the L&D Plan. Training programs that are not included in the L&D Plan has to be approved by the HRD Service prior to its implementation. All Regional HR with Three-Year Learning and Development Plan (L&D) shall update their respective L&D plan anchored on the DENR Central Office L&D plan. An annual plan reflecting their targets shall be included as ANNEX of the 3 year plan. Regional Offices shall submit their semi-annual L&D accomplishment report every second Friday of July and January to be consolidated by the HRDS.
- **Sufficient amount** shall be allocated for coaching and mentoring workshop.
- **Sufficient amount** shall be allocated for the orientation of newly hired regular employees.
- Participation of field personnel to all trainings, whether national or local, shall be funded by the ROs concerned.



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
LEARNING AND DEVELOPMENT PROGRAMS
SEMI- ANNUAL ACCOMPLISHMENT REPORT
 _____ Semester, FY _____

OFFICE			
NUMBER OF EMPLOYEES (Permanent)		NUMBER OF PLANNED TRAINING PROGRAMS	
NUMBER OF EMPLOYEES WITH L&D INTERVENTIONS		ACTUAL NUMBER OF CONDUCTED TRAINING PROGRAMS	

L&D Interventions based on FY _____ L&D Plan (Title)	Target # of Learners		Budget (Php)		Date Conducted	End-of-Learning Report (Date of Submission) ¹	Level of M&E ²	Target Date of M&E	Remarks ³
	Planned	Actual	Allocated (based on L&D Plan/WFP)	Utilized					

¹ All end-of-learning report shall be submitted to the approving authority fifteen (15) days after the conduct of the activity

² Level 1 (Reaction Evaluation), Level 2 (Learning Evaluation), Level 3 (Application Evaluation) and Level 4 (Impact Evaluation). Level 3 should be scheduled 3-6 months after the conduct of the event and Level 4 should be scheduled after a year

³ Indicate the findings/M&E Results/Recommendations

L&D Interventions not included in the FY _____ L&D Plan (Title)	Target # of Learners		Budget (PhP)		Date Conducted	End-of-Learning Report (Date of Submission)	Level of M&E	Target Date of M&E	Remarks
	Planned (based on Course/Activity Design)	Actual	Allocated (based on WFP)	Utilized					

Prepared by:

Endorsed by:

Approved by:

Chief, HRD Section/Unit

Chief, Administrative Division/
Administrative and Finance Division

Assistant Regional Director for Management Services/
Assistant Bureau Director