



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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**JUL 23 2021**

**MEMORANDUM**

**FOR/TO :** All Undersecretaries and Assistant Secretaries  
All Heads of Offices, Central Office  
All Regional Executive Directors  
All Bureau Directors  
All Heads of Attached Agencies

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

**SUBJECT :** **LEARNING AND DEVELOPMENT (L&D) INFOGRAPHICS AND JOB AIDS ON TRAINING PROGRAMS IMPLEMENTED POSTED AT THE DENR WEBSITE**

As a part of the Human Resource Development Service's (HRDS) initiatives to provide access to L&D information and learning materials of the training programs implemented by this office, we are pleased to inform you that the following L&D infographics and job aids are now available at the DENR website:

<b>Learning and Development (L&amp;D) Infographics</b>	<b>Job Aids for Learning Application</b>
1. Attendance to the Training and Non-Training Activities by Private Institution	1. ENR Academy Basic Course
2. Coaching Plan and Coaching Form Guide	2. ENR Academy Frontline Course
3. Individual Development Plan (IDP): A Guide	3. Learning Event on Civil Accountability and Values Enhancement
4. Learning and Development (L&D) Process flow	4. Learning Event on Completed Staff Work and Technical Report Writing
5. Processing and Approval of L&D Activities (Internal)	5. Learning Event on Gender Sensitivity
6. Short-Term Foreign Trips Process Flow	6. Learning Event on Project Management

The infographics are developed to engage employees to consistently apply the L&D system and processes in executing L&D activities. The job aids, on the other hand, aim to support the employees in their learning process and guide them in the application of what they have learned from the training to their job.

The development of the abovementioned learning materials is also in support of the Department's program on the CSC's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level III accreditation. This pertains to the compliance of the DENR in developing human resource management,

employee's competencies, system and practices along with the strong commitment of our Department in delivering excellent and efficient service to the public.

The infographics and job aids can be accessed through this link, <https://denr.gov.ph/index.php/l-d/> and are available in PDF files for easy download.

For your information and guidance.

A handwritten signature in black ink, appearing to read 'Ric G. Enriquez', with a large, stylized flourish above the name.

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