



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

AUG 05 2021

FOR : **The Director**
Administrative Service

The Regional Executive Director
Cordillera Administrative Region
Region 1
Region 2
Region 3
Region 4A
Region 4B (MIMAROPA)
Region 5
Region 6
Region 7
Region 8
Region 9
Region 10
Region 11
Region 12
Region 13
National Capital Region

The Bureau Directors
Environmental Management Bureau
Forest Management Bureau
Biodiversity Management Bureau
Land Management Bureau
Ecosystems Research and Development Bureau
Mines and Geosciences Bureau

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

SUBJECT : **VIRTUAL LEARNING PROGRAM IN RECORDS MANAGEMENT
(BATCH 1, 2 & 3)**

This pertains to the conduct of the Virtual Learning Program in Records Management (Batches 1,2 & 3) on August 9-11, 16-18 and 23-25, 2021, respectively, through Zoom from 8:00AM to 5:00PM daily. It aims to enhance the skills and knowledge of records officers/custodians in Records Management.

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

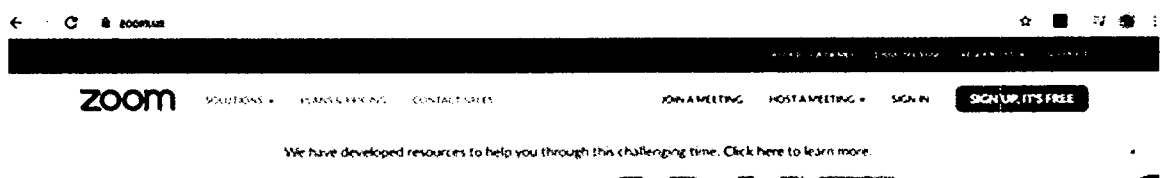
1. For first time users, familiarize yourself to the website <https://zoom.us/> or watch this video <https://www.youtube.com/watch?v=fGbpwZNW3oI>
2. The Webinar will be held live online. Please prepare and sign in 10 minutes earlier and follow the instructions on how to join the meeting sent to you by 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.



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 from Monday to 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. The participants should register for the first day using the link below:

Batch 1

When: Aug 9, 2021 08:00 AM

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZlqcumvrzliGdbVgSU5p_LFTcRq5FdbJ9mK

Batch 2

When: Aug 16, 2021 08:00 AM

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZcldOGuqTguHtHHwoD9mH9O3_ZcXn5-9yRl

Batch 3

When: Aug 23, 2021 08:00 AM


Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZcqcU-rrzgjGdTvw2ODYwQe-et2pGE8L_G

16. If you have any clarifications or insight, kindly chat our HRDS to entertain your concern/s.

Attached is a 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 an e-mail or contact Ms. Francesca Ymata at 09171332208 or at 89268079 and look for Ms. Bless De Layola.

For your information and appropriate action.



RIC G. ENRIQUEZ, *PhD*, CESO III