



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

AUG 09 2021

FOR : **The Regional Executive Directors**
The Bureau Directors

The Directors
Policy and Planning Service
Financial and Management Service
Internal Audit Service
Foreign Assisted and Special Projects Service
Legal Affairs Service
Strategic Communication and Initiatives Service
Knowledge and Information Systems Service

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

SUBJECT : **ADVISORY ON THE CONDUCT OF THE WEBINAR ON MONITORING AND EVALUATION OF L&D PROGRAMS**

This pertains to the conduct of the Webinar on Monitoring and Evaluation of L&D Programs on 11-13 August 2021 through Zoom from 8:00 AM to 5:00 PM daily. It aims to equip the learners with the Monitoring and Evaluation of L&D Programs competency and establish common understanding for the harmonized implementation of the Guidelines on the Monitoring and Evaluation of the DENR Competency-Based Learning and Development Intervention Programs.

In relation to this, please advise the participants from your respective offices to follow the instructions below :

1. All learners are expected to have a copy of a course design of the implemented training program(s) of your office that will be used as reference for the workshops.
2. For first time users of Zoom Meeting, familiarize yourself to the website <https://zoom.us/> or watch this video <https://www.youtube.com/watch?v=fGbpwZNW3oI>
3. 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.
4. 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.
5. 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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6. 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.



7. All learners are required to be present during the webinar wearing the prescribed uniform from Wednesday to Thursday and any DENR shirt with collar on Friday.
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. Make sure your webinar area is inaccessible to pets, children and anything that produces noise or distraction.
11. 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.
12. Remember to turn off your microphone after addressing your concerns.
13. Do not leave while the webinar is ongoing. The meeting will end when the host exits at the end of the session.
14. This activity shall be documented by the HRDS and officially be reported as accomplishment.
15. The participants should sign in for the first day using the link below:

Topic: Monitoring and Evaluation of L&D Programs_Day1 Time: Aug 11, 2021 08:00 AM

Registration link: <https://zoom.us/join/zoom/register/tj0vf--pqzouG9eF0NF-fRDDPCcTLAxBGIZH>

After registering, you will receive a confirmation email containing information about joining the meeting.

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 or contact Ms. Angelita E. Tolentino at 09952263545 or Mr. Carlo C. Fajardo at 09154457256. We shall furnish your office a copy of the signed Special Order of the activity once available.

For your information and appropriate action.

A handwritten signature in black ink, appearing to read 'Ric G. Enriquez'.

RIC G. ENRIQUEZ, PhD, CESO III