

Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : **All Heads of Offices**
DENR Central Office

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

SUBJECT : **SUBMISSION OF ACTUAL LIST OF PERSONNEL
(PERMANENT, REASSIGNED, DETAILED, CASUAL AND
CONTRACTUAL P.S.) IN CY 2020**


DATE : August 09, 2021

In line with the preparation of CY 2020 Performance-Based Bonus (PBB) IPE form 1.0, may we request for the list of actual personnel reporting in your office in CY 2020. For reassigned and detailed employees, please attach a copy of their updated service record for our reference.

Attached is the copy of the form/matrix to be used for this purpose. Please submit the accomplished form per delivery unit to the Personnel Division and electronic copy (excel file) through pbbdenrco@gmail.com on or before **August 12, 2021**.

For queries, you may contact Ms. Corita M. Bartolo or any PPPMS staff of the Personnel Division through telephone no. 8928-7218 or VOIP nos. 1006 or 1007.

For your consideration and appropriate action.


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

MEMO NO. 2021 - 565

**LIST OF PERMANENT/CASUAL/CONTRACTUAL-PS EMPLOYEES
as of 2020**

Delivery Unit/Service/Office

No.	Name of Employee	Position	Salary Grade	Step	Months of Service in 2020	Remarks
1	<i>ex. Juan Dela Cruz</i>	<i>ex. Administrative Officer II</i>	<i>ex. 11</i>	<i>ex. 2</i>	<i>ex. 6 months</i>	<i>ex. Reassigned from EMB</i>
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Certified by: _____
Head of Office

Date _____