



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

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

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

SUBJECT : **UPDATING OF LIST OF EMPLOYEES ASSIGNED PER OFFICE**


DATE : 25 August 2021

In view of the request of various offices of the Department for the updated list of employees assigned per office, may we request for the list of personnel reporting in your office to include: permanent, reassigned, detailed, casual, contractual-P.S. and personnel under contract of service. These lists will be used in several activities such as training, communication of HR-related concerns, office database, basis for the payment of incentives and other related requirements of the Department. You are likewise requested to update the list and inform us of any subsequent changes.

Attached is the copy of the form/matrix to be used for this purpose. Please submit the accomplished form per office/division to the Personnel Division and electronic copy in excel form through hrds.personnel@denr.gov.ph on or before **September 03, 2021**.

For queries, you may contact Mr. Leo Angelo Prieto or Mr. Cristobal Valdez or any of the Personnel Division through telephone no. 8928-7218 or VOIP nos. 1006 or 1005.

For your consideration and appropriate action.


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

MEMO NO. 2021-591

Let's Go Green!

LIST OF PERMANENT/CASUAL/CONTRACTUAL-PS EMPLOYEES

as of (Date)

Office/Division: _____

No.	Name of Employee	Position/ Designation	Salary Grade	Remarks <i>for reassigned/detailed employees</i>	Start Date of Reporting for Duty (if applicable)
Permanent					
1	<i>ex. Juan Dela Cruz</i>	Chief, Administrative Officer	24	<i>ex. Reassigned from EMB</i>	
2					
Casual					
3					
4					
Contractual-Personal Services (CARP or PRCMO)					
5					
6					
Contract of Service-MOOE					
7					
8					

Certified by: _____

Printed Name and Signature of Head of Office