



**MEMORANDUM**

**SEP 15 2021**

**FOR :** **The Undersecretaries**  
Attached Agencies  
Legal, Administration, Human Resources and Legislative Affairs  
Solid Waste Management and Local Government Units Concerns  
Special Concerns  
Enforcement

**The Assistant Secretaries**  
Enforcement  
Field Operations-Visayas

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

**All Division Chiefs, Human Resource Development Service**

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

**SUBJECT :** **WEBINAR ON RA 11032 OR EASE OF DOING BUSINESS AND  
EFFECTIVE GOVERNMENT SERVICE DELIVERY ACT OF  
2018 SCHEDULED ON SEPTEMBER 24, 2021**

This pertains to the conduct of the Webinar on RA 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 scheduled on August 27, 2021 but was postponed due to unavailability of the invited resource person who attended the MCLE on the same day. HRDS is pleased to inform you that the session will push through on September 24, 2021 through Zoom. The program is authorized pursuant to Special Order No. 2021-438 dated 18 August 2021 which aims to strengthen the established service delivery efficiency, reduce red tape and expedite transactions in the DENR.

In relation to this, please advise your respective learners to follow the instructions in the attached document.

For any question or inquiry, please e-mail us at [hrds-tdd@denr.gov.ph](mailto:hrds-tdd@denr.gov.ph) or send us a message on our official Facebook page, Training and Development Division. Mr. Alexius M. Caayao, program coordinator, may also be reached at 09059904343.

For information and appropriate action.

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

**WEBINAR ON RA 11032**  
**September 24, 2021**

Office/Service	Participants
OUSEC for Attached Agencies	Lennie B. Castillo
OUSEC for Legal, Administration, Human Resources and Legislative Affairs	Alvin G. Quitoriano
OUSEC for Solid Waste Management & LGU Concerns	Michael R. Sarmiento
OUSEC for Special Concerns	Dylan L. Verdan
OUSEC for Enforcement	Ranny C. Ablang
OASEC for Enforcement	Rosario A. Cruz
OASEC for Field Operations-Visayas	Archie P. Gamboa
Administrative Service	Jennah Marielle C. Liwag
Internal Audit Service	Emmylou S. Puerta
	Wilda Crisjoy T. Savella
	Aileen B. Navarro
Strategic Communication & Initiatives Service	Ma. Vanessa L. Bal
	Juan Miguel S. Villanueva
	Donita Rose O. Cleofas
	Liberty C. Clamosa
	Eduard Dominic D. Ocado
Legal Affairs Service	Ruben V. Ricafort
	Dina E. Sanay
	Gemmalie N. Briones
	Juvymelle A. Bauyon
	William F. Ferrer
	Mary Emmeline F. Custodio
	Ma. Teresa G. Zamora
	Ralph Aaron E. Atienza
Janet M. Chen	
Policy and Planning Service	Evangeline D. Pilac
	Erlinda T. Villarosa
	Amer Arnold B. Luminog
Knowledge and Information Systems Service	Jose Henry M. Talabis
	Archimedes John P. Madrid
	Felino Don Pedro L. Austria
	Grazawaski M. Mallillin
	Michael L. Pagulayan
Foreign-Assisted and Special Projects Service	Hayde J. Lato
	Mary Anne E. Tena
	Emily V. Coronel
	Jose T. Manuel
Financial and Management Service	Marilyn L. Rebadomia
	Julius Palaganas
	Divine Grace Anor
	Heather Joy D. Lezada
	Paula Ong
	Julieta T. Lipaopao
	Nelly B. Vibar
Alicia L. Mallillin	
Training and Development Division	Luisito P. Estacio
Career Development Division	Janet Lady Fe S. Sobremisana
Personnel Division	RDX A. Gildore
	Maria Conoel D. Esteban

## INSTRUCTIONS TO THE LEARNERS

1. Accomplish and submit the Learner's Profile through the link below not later than September 20, 2021.

the Learner's Profile Link: <https://forms.gle/fWBGaJ1ymjZVPSBH9>

2. For first time users, to familiarize themselves to the website <https://zoom.us/> or watch this video <https://www.youtube.com/watch?v=fGbpwZNW3oI>
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 will be sent to your e-mail and through Messenger group chat. You may opt to download the zoom application, or join from the browser.
6. All learners are required to SIGN IN at 7:30 AM using the link below and follow the instructions on how to join the meeting to be sent by the host to your email accounts  
  
<https://zoom.us/meeting/register/tJMrfuqoqj4tGd3UlWJkGf21OKYxmalQYGIB>
7. All learners are required to be present during the entire webinar wearing appropriate clothes;
8. Close all background applications that have no connection with the webinar.
9. Never interrupt the speaker during the lecture. There will be an opportunity to ask questions after the presentation.
10. Do not leave while the webinar is ongoing. The meeting will end when the host exits at the end of the session.
11. For any question or inquiry, you may e-mail us at [hrds-tdd@denr.gov.ph](mailto:hrds-tdd@denr.gov.ph), send us a message on our official Facebook page, Training and Development Division or contact Mr. Alexius M. Caayao at 09059904343.

Thank you

**TDD-HRDS**