



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

MEMORANDUM

TO : **THE OIC CHIEF**
Records Management Division

THE CHIEF
General Services Division

THE CHIEF
Property and Supply Management Division

FROM: **THE DIRECTOR**
Administrative Service

SUBJECT : **SUBMISSION OF ACCOMPLISHMENT REPORT**

DATE : **13 OCTOBER 2021**

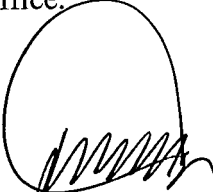
In the interest of the service and by virtue of the DENR Strategic Performance Management System, the undersigned hereby requests all divisions under the Administrative Service (AS) to submit comprehensive Accomplishment Reports covering January 2020 to date and recent Summary List of Individual Performance Ratings to the Office of the Director, AS in care of Engr. Ricardo Rey Catapang not later than 22 October 2021.

Accomplishment Reports must follow the attached format herein and contain details and documentation of your projects. The reports must be sent to ricardoreycatapang@gmail.com and include rrocastro@denr.gov.ph in the CC section. Documentation of each project must be placed in separate zipped folders, labeled correspondingly, and attached to the email.

Your timely submission shall allow the Office of the undersigned proper documentation of objectives set in its strategic plan as well as rightful management and evaluation of employees under the AS. Further, this accomplishment report shall be requisite to the assessment of your Division Performance Commitment and Review (DPCR).

Relative thereto, Only the DPCR of Heads of Offices who submit their Accomplishment Reports and Summary Lists shall be accommodated by this Office.

For your perusal and prompt action.


ROLANDO R. CASTRO

| Project | Utilized Budget | Offices/Individuals Accountable | Utilized Resources | Actions Taken | Advantages/Benefits to the Department |
|----------------|------------------------|--|-------------------------------|--------------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |