



NOV 10 2021

MEMORANDUM

FOR/TO : **The Head Executive Assistant**
The Undersecretaries
Attached Agencies
Finance, Information Systems and Climate Change
Legal, Administration, Human Resources and Legislative Affairs
Policy, Planning and International Affairs
Field Operations and Environment
Mining and Muslim Affairs
Indigenous Peoples Affairs & Mindanao Environmental
Priority Projects
Special Concerns
Enforcement

The Assistant Secretaries
Policy, Planning and Foreign-Assisted & Special Projects
Legal Affairs
Field Operations - Luzon
Field Operations-Visayas
Field Operations -Mindanao and Legislative Affairs

The Executive Director, Manila Bay Coordinating Office

The Service Directors
Climate Change 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
Administrative 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 – ADVANCED COURSE, BATCH 1**

This pertains to the conduct of the advanced course on Webinar on RA 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 scheduled **November 16, 2021, 8:00 AM – 5:00 PM** authorized pursuant to Special Order No. 2021-438 dated 18 August 2021. The event 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, they may e-mail us at 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.

A handwritten signature in black ink, appearing to read 'Ric G. Enriquez', with a large, stylized initial 'R'.

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

WEBINAR ON RA 11032

November 16, 2021

8:00 AM – 5:00 PM

Office	Learners
Office of the Secretary	Orencio D. Jeruta
OUSEC for Attached Agencies	Bernadette M. Felix
OUSEC for Finance, Info Systems and Climate Change	April Rose G. Mansueto
OUSEC for Legal, Administration, Human Resources & Legislative Affairs	Luigi Antonio B. Tungpalan
OUSEC for Policy, Planning and International Affairs	Carina L. Labastilla
OUSEC for Field Operations and Environment	Rommel S. Baybayon
OUSEC for Mining and Muslim Affairs	Roberto A. Oliveros
OUSEC for Indigenous Peoples Affairs and Mindanao Environmental Priority Projects	Carl Anthony M. Del Rosario
OUSEC for Special Concerns	Lani T. Palmones
OUSEC for Enforcement	Antoinette Q. De Leon
OASEC for Policy, Planning and Foreign-Assisted & Special Projects	Roberto M. Aguda
OASEC for Legal Affairs	Ma. Laila A. Taoingan
OASEC for Field Operations-Visayas	Alvin D. Gatbonton
OASEC for Field Operations-Mindanao and Legislative Affairs	Catherine C. Pagkatipunan
OASEC for Field Operations-Luzon	Joseph Luke C. Crisostomo
Manila Bay Coordinating Office	Raquel G. Maale
Climate Change Service	Susan Ruth R. Nool
	Albert Magalang
Strategic Communication and Initiatives Service	Raymond R. Virgino
	Julie G. Ibulan
	Adona S. Bermillo
	Maria Rainelda Rosario D. Ferraris
Legal Affairs Service	Loremilla C. Yumang
	Rosanne B. Turingan
	Aventino S. Gopico, Jr
	Camilo D. Garcia
	Geraldine D. Ramos
	Karren Cecil P. Lofranco
Policy and Planning Service	Illac G. Bohol
	Lariza S. Ramos
Knowledge and Information Systems Service	Llarina S. Mojica
	Antonio S. Bautista, Jr.
Foreign-Assisted and Special Projects Service	Elizar S. Cantuba
	Joey E. Austria
	Imelda R. Dela Cruz
	Conrado A. Bravante, Jr.
	Jeslina B. Gorospe
Financial and Management Service	Eddie B. Abugan, Jr.
	Maybel . Mangubos
	Dina M. Nillosan
Administrative Service	Evelyn G. Nillosan
	Jane G. Bautista
	Guillermo V. Estipona, Jr.
Human Resource Development Service	Gilbert C. Mondroy
	Wilson E. Henson
	Dexter M. Tindoc
	Miriam M. Marcelo

INSTRUCTIONS TO THE LEARNERS

1. Accomplish and submit the Learner's Profile through the link below not later than November 12, 2021

the Learner's Profile Link: <https://forms.gle/uQC2VuFeqhqGWgK4A>

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 not later than 7:50 AM** using the link to be sent to their email address and follow the instructions on how to join the meeting.
7. All learners are required to be present during the entire webinar wearing prescribed uniform.
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, 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