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Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : All Undersecretaries and Assistant Secretaries
All Service Directors
All Regional Executive Directors
All Bureau Directors

FROM : The Undersecretary
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : SUBMISSION OF LEARNING AND DEVELOPMENT PLAN
IMPLEMENTATION MATRIX FOR FY 2021

In the interest of the service and in order to harmonize the learning and development activities of the Department, all bureaus, regional offices, and offices in the Central Office shall submit the updated Learning and Development Plan Implementation Matrix for FY 2022 to Human Resource Development Service pursuant to item 7.2.1.2 of the Operational Guidelines on the Preparation of Work and Financial Plans (WFP) for Fiscal Year (FY) 2022.

Hence, all offices in the Central Office, Staff Bureaus, and Regional Offices are hereby instructed to submit their L&D activities for FY 2022 using the implementation matrix (please see attached) to the HRDS-Training and Development Division at hrds-tdd@denr.gov.ph on or before 30 November 2021. Only the activities included in the consolidated DENR L&D Plan implementation matrix for FY 2022 shall be processed and approved for implementation.

For strict compliance.

ATTY. ERNESTO D. ADOBO, JR., *CESO 1*

MEMO NO. 2021 - 807

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

LEARNING AND DEVELOPMENT PLAN
 COMPETENCY DEVELOPMENT INTERVENTION PROGRAMS
 CY 2022

CENTRAL OFFICE – HRD TRAINING AND DEVELOPMENT DIVISION

EXAMPLE		DESIRED OUTCOMES	TARGET LEARNERS				SCHEDULE				BUDGET
L&D INTERVENTION	LEARNING OBJECTIVES		NO.	OFFICE/S	POSITIONS	COMPETENCY (Please refer to 2019 CBS Manual)	1 st QUARTER	2 nd QUARTER	3 rd QUARTER	4 th QUARTER	
Learning Event on Completed Staff Work and Effective Technical Writing	To enhance the learners' understanding of completed staff work and to be able to write efficiently and effectively to be more productive	Provide comprehensive, accurate, factual, and timely information to ensure well-informed decisions.	90	Central Office	SG18 and below	OC1 & OC5	January 15-19	February 12-14	August 15-19		750,000
Management Course	To improve the technical/functional expertise of the ENR frontline managers and enhance their leadership competencies	Ensure that frontline managers are equipped and ready to take their assigned tasks and shape them a well-rounded ENR manager who can eventually be entrusted with higher level decision making	30	Regions Bureaus	PENRO S, CENRO S, DCs	LC1&LCS, CCS	March 1-30				2,000,000

Prepared by:

Concerned Staff/
 HRD Section Chief/
 HRD Unit Chief

Recommended by:

Concerned Division Chief/Chief of Staff
 Chief, Admin Division/
 Chief, Admin and Finance Management Division

Approved by:

Service Director/Head of Office
 ARD for Management Service/
 Assistant Bureau Director

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