



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : **The Bureau Directors** MAR 31 2022
Forest Management Bureau
Environmental Management Bureau
Mines and Geosciences Bureau
Land Management Bureau
Biodiversity Management Bureau

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

SUBJECT : **ONBOARDING PROGRAM FOR NEW EMPLOYEES
OF THE CENTRAL OFFICE**

The Department through the Human Resource Development Service (HRDS), is scheduled to conduct an Onboarding Program, the 2nd part of the Orientation for New Employees: Embracing DENR and Oneself, on 30 and 31 March 2022. It aims to apprise the newly appointed employees of the Department's organizational structure, mandates, mission, vision, flagship programs and major services of all the Bureaus and Field Offices through a short lecture and site visit.

In relation to this, may we request your participation in this activity to by providing a short presentation of your bureau's mandate, mission, vision, major functions, and priority programs. Time shall be allotted also for Q&A.

Further, may we also request for a short tour in your office and vicinities. Below is the schedule of the Onboarding Program/Office Visit on March 31, 2022:

TIME	BUREAU
9:00 – 10:00 AM	Mines and Geosciences Bureau
10:30 – 11:30 AM	Forest Management Bureau
1:00 – 2:00 PM	Environmental Management Bureau
2:30 – 3:00 PM	Land Management Bureau
3:30 – 4:30 PM	Biodiversity Management Bureau

Your usual support in our learning and development programs will highly contribute to achieving the program's objectives.

The Training and Development Division-HRDS shall coordinate with your office to deliver more details. You may also contact TDD-HRDS through Ms. Marilou S. Mendoza at 0916-967-4751 or Mr. Ezekiel P. Gonzales at 0917-807-3318, or through our landline, 8426-3852; (02) 8248-3367, to address your queries and concerns.

For your consideration.

M. M. Marcelo
MIRIAM M. MARCELO