



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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**MEMORANDUM**

**APR 06 2022**

**FOR/TO :** All Undersecretaries  
All Assistant Secretaries  
All Service Directors  
All Heads of Office  
All Division Chiefs

**FROM :** The Assistant Secretary  
Human Resources, Strategic Communications and Sectoral Initiatives

**SUBJECT :** **REQUEST FOR NAMES OF EMPLOYEES FOR THE COMPOSITION OF LEARNING AND DEVELOPMENT (L&D) FOCAL PERSONS IN THE DENR CENTRAL OFFICE**

The Human Resource Development Service through the Training and Development Division proposes the Composition of Learning and Development (L&D) Focal Persons in the DENR Central Office. This aims to efficiently plan, implement, and monitor the L&D activities in the DENR Central Office.

The L&D Focal Persons, who are holding permanent positions, shall perform the following functions:

1. Quarterly submit the list of employees who received L&D interventions;
2. Submit the planned training programs of the following year, using the prescribed matrix, of their respective Office within the prescribed deadline for consolidation of HRDS-TDD;
3. Assist in the administration of Competency Assessment/Training Needs Assessment of their respective Offices;
4. Assist in the submission of the end-of-learning reports of the trainings/workshops/webinars conducted by their respective Offices within fifteen (15) working days after the event;
5. Assist in the submission of the coaching plan of their Office on or before February 28;
6. Serve as the facilitator/moderator of their respective activities (i.e. workshops, seminars, webinars, trainings, etc.);
7. Submit the Individual Development Plan (IDP) and the succession bench within the prescribed schedule of submission;
8. Submit the names of nominees of their respective office to both external and internal trainings using the prescribed forms (Endorsement Form for external trainings and Competency Development Management Form for internal trainings);
9. Assist in the conduct of M&E activities; and
10. Assist in all other activities related to Learning and Development of their respective offices.

To ensure the effective performance on their functions, the HRDS will provide the L&D Focal Persons with capacity training programs on HR competencies.

In this regard, kindly submit the two (2) names (principal and alternate) L&D focal persons of your respective Office to the Training and Development Division on or before 18 April 2022, for the preparation of Special Order, constituting the L&D focal persons in the DENR Central Office.

For your information and appropriate action.



**HIRO V. MASUDA, DBA, CESO III**