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Department of Environment and Natural Resources  
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**MEMORANDUM**

**TO :** DENR Central Office  
Heads of Offices  
Division Chiefs  
Chiefs of Staff, Office of the Undersecretaries  
Chiefs of Staff, Office of the Assistant Secretaries

**FROM :** The Head Executive Assistant

**SUBJECT :** RE-ECHOING OF THE DISCUSSION MADE DURING THE  
DIVISION CHIEFS' MEETING

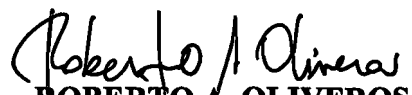
**DATE :** 20 April 2022

To ensure that all personnel of the DENR Central Office are updated on the recent HR policies and programs, all heads of offices and division chiefs are hereby instructed to meet their respective staff/personnel on 25 April 2022 to re-echo/cascade the discussions and agreements during the Division Chiefs' Meeting held on 20 April 2022 at the OSEC Conference Room, 4th Floor Main Building, DENR Central Office (i.e. COS guidelines, scholarship and training programs, monitoring and evaluation of L&D programs, Online Leave Management System, etc.)

Hereafter, all heads of offices/division chiefs shall meet their respective staff/personnel every first (1st) Monday of the month or as need arises to discuss/update office matters, such as but not limited to:

1. Monthly targets and accomplishments aligned with the OPCR and IPCR;
2. Work and Financial Plans; and
3. Budget utilization.

For your information and appropriate action.

  
ROBERTO A. OLIVEROS