



Republic of the Philippines  
Department of Environment and Natural Resources  
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Website: <http://www.denr.gov.ph>

**MEMORANDUM**

**FOR :** All Regional Executive Directors  
All Bureau Directors **APR 28 2022**

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

**SUBJECT :** REQUEST FOR NAMES OF LEARNERS FOR THE LEARNING  
EVENT ON HR SYSTEMS AND ONLINE LEAVE  
MANAGEMENT SYSTEM (OLMS)

This Human Resource Development Service proposes to conduct the Learning Event on HR Systems and Online Leave Management System (OLMS) through face-to-face on the following tentative schedule:

Date	Offices	Location
May 11-13, 2022	DENR Region IV-A DENR Region IV-B DENR Region V DENR NCR BMB EMB Central Office ERDB FMB LMB MGB Central Office	Southern Luzon – Batangas
May 17- 19, 2022	DENR CAR DENR Region I DENR Region II DENR Region III	Northern Luzon – Baguio City
	DENR Region VI DENR Region VII DENR Region VIII	Visayas – Bohol
	DENR Region IX DENR Region X DENR Region XI DENR Region XII DENR Region XIII	Mindanao – Butuan City

Generally, the event aims to orient the participants on various HR Systems of the Department, to explain the functions of various committees implementing the HR systems, and to demonstrate the functionalities of the Online Leave Management System (OLMS).

In view of this, may we request for the names of the learners from your Office that will attend the said event, on or before 27 April 2022, for the preparation of the necessary Special Order:

Regional Offices	Human Resource Merit Promotion and Selection Board	- Chairperson - Vice-Chairperson - Chief, Administrative Division - 1 GAD Representative - 1 Union Representative (1 <sup>st</sup> Level) - 1 Union Representative (2 <sup>nd</sup> Level)
	PENROs	Chief, Management Services Division
	Personnel Section	Chief
	Human Resource Development Section	Chief
ERDB EMB/MGB Central Office	Human Resource Merit Promotion and Selection Board	- Chairperson - Vice-Chairperson - 1 GAD Representative - 1 Union Representative (1 <sup>st</sup> Level) - 1 Union Representative (2 <sup>nd</sup> Level)
	Personnel Section	Chief
	HR Unit	Chief
LMB/FMB/BMB	Human Resource Merit Promotion and Selection Board	- Chairperson - Administrative Officer V - 1 GAD Representative - 1 Union Representative (1 <sup>st</sup> Level) - 1 Union Representative (2 <sup>nd</sup> Level)
	HRMPSB Secretariat	Head Secretariat
	HR Unit	Chief

The officials and personnel may pre-register by accessing the online registration form through this link or through the QR code below:



<https://forms.gle/FxZoRqqLoGvDktsJA>

Should you have queries/clarifications, please contact Mr. Miguel Angelo Dirain of the Personnel Division at telephone number (02) 8920-0945 or through e-mail at mbdirain@denr.gov.ph.

For your information.

*M. M. M.*  
**MIRIAM M. MARCELO**