



Republic of the Philippines  
Department of Environment and Natural Resources  
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JUN 28 2022

**MEMORANDUM**

**TO :** All Regional Executive Directors  
All Bureau Directors



**FROM :** The Officer-in-Charge, Office of the Undersecretary  
Legal, Administration, Human Resources and Legislative Affairs

**SUBJECT :** SUBMISSION OF 1<sup>ST</sup> SEMESTER LEARNING AND  
DEVELOPMENT ACCOMPLISHMENT REPORTS

Pursuant to item 7.2.1.2 of the approved Operational Planning Guidelines on the Preparation of Work and Financial Plan (WFP) for Fiscal Year 2022, please be reminded of the submission of 1<sup>st</sup> semester accomplishment report on the 2<sup>nd</sup> Friday of July (8 July 2022) through the Human Resource Development Service for consolidation.

Kindly use the attached template for efficient monitoring of the L&D activities/programs of the Department. The consolidated semi-annual accomplishment reports shall be submitted to the undersigned, copy furnished Policy and Planning Service, fifteen (15) working days after the prescribed date of submission.

For strict compliance.

  
DR. JOAN A. LAGUNDA, MNSA  


MEMO NO. 2022 - 435



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**LEARNING AND DEVELOPMENT PROGRAMS**  
**1<sup>st</sup> SEMESTER ACCOMPLISHMENT REPORT**  
**FY 2022**

<b>OFFICE</b>			
NUMBER OF EMPLOYEES (Permanent and Casual)		NUMBER OF PLANNED TRAINING PROGRAMS (within the 1 <sup>st</sup> semester)	
NUMBER OF EMPLOYEES WITH L&D INTERVENTIONS (January – June 2022)		ACTUAL NUMBER OF CONDUCTED TRAINING PROGRAMS	

L&D Interventions based on FY 2022 L&D Plan (Title)	Target # of Learners			Budget		Date Conducted	End of Learning Report (Date of Submission) <sup>1</sup>	Target Levels of M&E	Target Date of M&E	Remarks <sup>2</sup>
	Planned	Actual		Allocated (based on L&D Plan/WFP)	Utilized (actual expenses incurred)					
		Male	Female							

<sup>1</sup> All end-of-learning reports shall be submitted to the approving authority fifteen (15) days after the conduct of the activity  
<sup>2</sup> Briefly discuss the findings/M&E results/recommendations

L&D Interventions based on FY 2022 L&D Plan (Title)	Target # of Learners			Budget		Date Conducted	End of Learning Report (Date of Submission)	Target Levels of M&E	Target Date of M&E	Remarks
	Planned	Actual		Allocated (based on WFP)	Utilized					
		Male	Female							

Prepared by:

Endorsed by:

Approved by:

HRD SECTION/UNIT CHIEF

CHIEF, ADMINISTRATIVE DIVISION/ADMINISTRATIVE AND FINANCE DIVISION

ARD for MGT Services/ABD