



Republic of the Philippines
Department of Environment and Natural Resources
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SEP 02 2022

MEMORANDUM

FOR/TO : All Undersecretaries
All Assistant Secretaries
Head Executive Assistant
All Regional Executive Directors
All Bureau Directors
All Service Directors
All Heads of Office
All Division Chiefs

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

SUBJECT : **ORIENTATION ON THE PREPARATION OF THE INDIVIDUAL DEVELOPMENT PLAN**

The Human Resource Development Service through the Training and Development Division proposes to conduct the Orientation on the Preparation of the Individual Development Plan at the DENR Social Hall on the following schedules:

Batch	Office	Date
Batch 1	HR Counterparts from Bureaus and Regions (Webinar)	September 19, 2022
Batch 2	Office of the Secretary, Office of the Head Executive Assistant, 8888 Hotline, Office of the Undersecretaries and Office of the Assistant Secretaries	September 20, 2022
Batch 3	Office the Service Directors, PRCMO, MBCO, RBCO, LLO, DENR Task Force (ELEPS & TAK), and CARP	September 21, 2022
Batch 4	DCD, PID, SAEPD, SMCRD, IAD, InAD, CCD, LPD, LROD, LCPMD, RMD, GSD, PSMD, OAD, MAD, CCMID, and CCITSD	September 22, 2022
Batch 5	PD, CDD, TDD, AD, BD, MD, ISD, NIMD, SDRMD, PPD, PSD, PMED, PAMD, FASPS-PMED, FASPS-PPD, PMD,	September 23, 2022

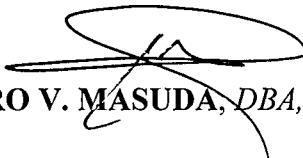
Generally, this orientation aims to guide the learners in the preparation of the Individual Development Plan using the new form that integrates the Career Development Plan (CDP) and Individual Development Plan (IDP).

All abovementioned Offices are requested to submit names of three learners, preferably a) Division Chief/Chief of Staff/Executive Assistant (for executive offices), b) Section Chief, c) and L&D focal persons. Kindly access and download the Competency Development Management Form through this link <https://qrs.ly/jce2ygs> or scan the QR code below and submit the accomplished form to the Training and Development Division on or before 7 September 2022 for the preparation of the DENR Special Order:



For queries, you may contact Mr. Carlo C. Fajardo of the Training and Development Division through VOIP 1065 or direct line 84263852.

For your information.


HIRO V. MASUDA, DBA, CESO III