



Republic of the Philippines  
Department of Environment and Natural Resources  
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SEP 05 2022

**MEMORANDUM**

TO : All Regional Executive Directors

ATTN : Assistant Regional Directors for Management Services

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

SUBJECT : **SUBMISSION OF POST ACTIVITY REPORT OF  
"HR @ UR SERVICE" CONDUCTED ON JUNE 20-24, 2022**

DATE :

This pertains to the "HR@Ur Service" conducted from June 20-24, 2022 as one of the major activities in celebration of the 2022 Philippine Environment Month and 35<sup>th</sup> Year Anniversary of the DENR.

In order to document the feedback of our employees from the different Regional Offices and Bureaus on the activity, you are hereby instructed to submit to the Human Resource Development Service a *Post Activity Report* using the attached format. The HRDS shall consolidate the feedback and responses and submit a report to the Policy and Planning Service to consider allocating funds for the regular conduct of a DENR-wide "HR@Ur Service" as part of the annual DENR Anniversary Celebration.

For compliance.

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

# POST ACTIVITY REPORT

## I. IDENTIFYING INFORMATION

Name of Event	
Clientele	
Venue	
Duration	
Event Manager	
Agencies and Companies Invited	
Fund Used	

## II. EXECUTIVE SUMMARY

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## III. TRAINING OBJECTIVES

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## IV. METHODOLOGIES

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## V. LEARNERS

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## VI. HIGHLIGHTS

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## VII. FINDINGS

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**VIII. CONCLUSIONS**

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**IX. RECOMMENDATIONS**

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**X. ATTACHMENTS**

- Special Order
- Training Design
- SME/LSP Profile
- List of Learners
- Attendance Sheets
- Session Outputs
- Photo Documentation
- Tools/instrument used

**Prepared By:**

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**Submitted By:**

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**Noted By:**

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