



ADVISORY

FOR : **Regional Executive Directors**
DENR CAR, Region I, II, III & IV-MIMAROPA

In view of the conduct of the third batch of the **Learning Event on HR Systems**, please be advised of the following information:

1. **Date and Venue.** The learning event will be held on **November 8-11, 2022** at the Hue Hotel, Puerto Princesa, Palawan.
2. **Participants.** This batch shall include participants from the following offices:
 - DENR CAR
 - DENR Region I
 - DENR Region II
 - DENR Region III
 - DENR MIMAROPA
3. The list of authorized participants are attached as *Annex A*. OLMS IT focal persons have the option to join the event either face-to-face or via Zoom (Zoom details to be sent upon confirmation).
4. Accommodations will be provided for the participants of the event.
 - **Check-in, Check-out**
 - a. Check-in: 08 November 2022, 2 PM
 - b. Check-out: 11 November 2022, 2022, 12 NN

Accommodations prior to and beyond the above check-in/out times shall be at the participants' own expense.

 - **Meals.** First meal to be served on November 8 will be lunch. Last meal to be served on November 11 will be PM snack.
5. **Attire.** Participants are advised to wear their office uniforms from Tuesday to Thursday, and smart casual attire on Friday.
6. Participants are also advised to bring the following:
 - a. EODB ID
 - b. Medicines for personal medications
7. Physical distancing and wearing of face mask shall be observed at all times during the event, except during meal time.

**An amendment to the Special Order shall be issued.*

8. On November 8 (Day 1), registration will start at 11:30 AM. The Opening Program will start at 1:00 PM. Program of Activities is attached as *Annex B*.
9. Transportation from the airport to the venue may be arranged. Please communicate your arrival schedules through the contact details listed below.
10. Participants shall confirm their participation in the event via this QR code/link:



<https://forms.gle/PRJXEutyFGGusqd37>

Should you have questions and/or clarifications, you may contact Ms. Michelle Regalado at telephone no. (02) 8928 7218 or (02) 8755 3330 loc 1007.

For information, dissemination and guidance.


MIRIAM M. MARCELO

OIC Director, Human Resource Development Service

Participants in the Learning Event on HR Systems (Batch 3)

Dates: November 8-11, 2022

Committee/Office	Position/Designation	Name
DENR CAR		
	Vice-Chairperson	Maximo F. Soriano, Jr.
	Chief, Administrative Division	Mia Alma M. Batcagan-Tayag
	GAD Representative	Atty. Eduard Angelo Q. Rodriguera
	Union Representative (1 st Level)	Levi P. Mabutas
	Union Representative (2 nd Level)	Marilou D. Bayagen
PENROs	Chief, MSD - Abra	Marites A. Salcedo
	Chief, MSD - Ifugao	Mary D. Baguilat
	OIC Chief, MSD - Benguet	Joseph L. Mauting
	Chief, MSD - Mountain Province	Edna Lyn L. Silverio
	Chief, MSD - Apayao	Crizzane Joy B. Yturzaeta
	Chief, MSD - Kalinga	Veronica R. Banglot
Personnel Section	Chief	Narda A. Garcia
HRD Section	Chief	Marie Erlyn L. Ludaes
DENR Region I		
Human Resource Merit Promotion and Selection Board	Chairperson	Raymundo C. Gayo
	Vice-Chairperson	Felix C. Taguba
	Chief, Administrative Division	Mary Ann N. Escoto
	GAD Representative	Renelita A. Santos
	Union Representative (1 st Level)	Cherry L. Galano
	Union Representative (2 nd Level)	Atty. Santiago L. Pagaddut, Jr.
PENROs	Chief, MSD - Ilocos Norte	Nestor C. Guillermo
	Chief, MSD - Ilocos Sur	Jimmy M. Santos, Jr.
	OIC Chief, MSD - La Union	Josephine T. Ople
	OIC Chief, MSD - Pangasinan	Noera N. Caracas
Personnel Section	Chief	Ma. Rowena E. Verde

Committee/Office	Position/Designation	Name
HRD Section	Chief	Gemma B. Dacanay
DENR Region II		
Human Resource Merit Promotion and Selection Board	Chairperson	Atty. Ismael T. Manaligod
	Vice-Chairperson	Engr. Marcos DG. Dacanay
	Chief, Administrative Division	Patricia D. Liban
	GAD Representative	Remedios C. Pauig
	Union Representative (1 st Level)	Patrick Aylmer Harvey C. Paddayuman
	Union Representative (2 nd Level)	Marina A. Malamug
PENROs	OIC Chief, MSD - Batanes	Arcadio C. Gavilan
	Chief, MSD - Cagayan	Mae G. Delos Santos
	Chief, MSD - Nueva Viscaya	Melody B. Manzo
	Chief, MSD - Isabela	Mylene D. Madduma
	OIC Chief, MSD - Quirino	Olivia A. Lazarte
Personnel Section	Chief	Mariflor C. Tumanguil
HRD Section	OIC Chief	Lorena D. Candelario
DENR Region III		
Human Resource Merit Promotion and Selection Board	Chairperson	Laudemir S. Salac
	Vice-Chairperson	Joselito M. Blanco
	Chief, Administrative Division	Perla S. Collado
	GAD Representative	Leonora M. Santos
	Union Representative (1 st Level)	Emillio F. Tallorin
	Union Representative (2 nd Level)	Engr. Christopher A. Cortez
PENROs	Chief, MSD - Aurora	Mercedita E. Bata
	OIC Chief, MSD - Bataan	Nenette G. Suguitan
	Chief, MSD - Zambales	Elizabeth C. Quilantip
	OIC Chief, MSD - Bulacan	Cynthia M. Sagum
	Chief, MSD - Nueva Ecija	Susan S. Tan
	Chief, MSD - Pampanga	Ma. Theresa L. Lalu
	Chief, MSD - Tarlac	Melody R. Almazan
Personnel Section	Chief	Jessa J. Escudero

Committee/Office	Position/Designation	Name
HRD Section	Chief	Leonora M. Santos
DENR IV-MIMAROPA		
Human Resource Merit Promotion and Selection Board	Chairperson	Donna Mayor-Gordove
	Vice-Chairperson	Maximo C. Landrito
	Chief, Administrative Division	Rosario C. Gulmatico
	GAD Representative	Jonas Paolo M. Saludo
	Union Representative (1 st Level)	Christine Grace N. Pasiona
	Union Representative (2 nd Level)	Ma. Jeriza D. Viray
PENROs	OIC Chief, MSD - Oriental Mindoro	Maricel V. Supleo
	Chief, MSD - Occidental Mindoro	Abe R. Francisco
	OIC Chief, MSD - Marinduque	Gemma P. Delos Reyes
	OIC Chief, MSD - Romblon	Thelmo S. Hernandez
	Chief, MSD - Palawan	Franklin G. Hernandez
Personnel Section	Chief	Ma. Cristina C. Rendorio
HRD Section	Chief	Edna A. Tarrosa

Date: November 11, 2022

IT Focal Persons for OLMS	
Region	Name
DENR CAR	Cirilo M. Gali
DENR Region I	Filipina F. Atabay
DENR Region II	Aldwin Jay B. Cuntapay
DENR Region III	Karl Kevin D. Tallorin
DENR Region IV-MIMAROPA	Jioliza E. Cabrera

LEARNING EVENT ON HR SYSTEMS

PROGRAM OF ACTIVITIES



DAY 1

12 NN	Lunch and Registration
1:00 – 2:00 PM	Opening Program
2:00 – 5:00 PM	Module I: Performance Management

DAY 2

8:30 – 9:00 AM	Preliminaries
9:00 – 12:00 NN	Module II: Recruitment, Selection and Placement
12:00 NN – 1:00 PM	Lunch Break
1:00 – 5:00 PM	Module II: Recruitment, Selection and Placement (cont.)

DAY 3

8:30 – 9:00 AM	Preliminaries
9:00 – 12:00 NN	Module III: Career Development
12:00 NN – 1:00 PM	Lunch Break
1:00 – 5:00 PM	Module IV: Learning and Development

DAY 4

8:30 – 9:00 AM	Preliminaries
9:00 – 12:00 NN	Module V: Online Leave Management System
12:00 NN – 1:00 PM	Lunch Break
1:00 – 4:00 PM	Module VI: Flexible Work Arrangement
4:00 – 5:00 PM	Closing Program
5:00 PM	Departure