



## **ADVISORY**

**FOR :** **Regional Executive Directors**  
DENR Regions VII, IX, X, XI and XII  
MGB Central Office

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 15-18, 2022** at the Almont Beach Resort, Surigao City, Surigao Del Norte.
2. **Participants.** This batch shall include participants from the following offices:
  - DENR Region VII
  - DENR Region IX
  - DENR Region X
  - DENR Region XI
  - DENR Region XII
  - MGB Central Office
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: 15 November 2022, 2 PM
    - b. Check-out: 18 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 15 will be lunch. Last meal to be served on November 18 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 15 (Day 1), registration will start at 12 NN. The Opening Program will start at 1:00 PM. Program of Activities is attached as *Annex B*.
9. Transportation from the airport/ sea port 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/4QUs3R9wvhvrbwD8>

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.

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

OIC Director, Human Resource Development Service

**Participants in the Learning Event on HR Systems (Batch 4)**

*Dates: November 15-18*

<b>Committee/Office</b>	<b>Position/Designation</b>	<b>Name</b>
<b>DENR Region VII</b>		
Human Resource Merit Promotion and Selection Board	Chairperson	Trinidad C. Etulle
	Vice-Chairperson	Charlie E. Fabre
	OIC Chief, Administrative Division	Emmelyn M. Dicedican
	GAD Representative	Eddie E. Llamedo
	Union Representative (1 <sup>st</sup> Level)	Nemfa Religiosa D. Cuyos
	Union Representative (2 <sup>nd</sup> Level)	Atty. Romeo R. Bulotano, Jr.
PENROs	Chief, MSD - Cebu	Fedencio P. Carreon
	Chief, MSD - Bohol	Luisito T. Babaran
	OIC Chief, MSD - Siquijor	Morley P. Baguio
	Chief, MSD - Negros Oriental	Almarie D. Calibo
Personnel Section	Chief	Charmie A. Regudo
HRD Section	Chief	Maribel M. Lawas
<b>DENR Region IX</b>		
Human Resource Merit Promotion and Selection Board	Chairperson	Dante A. Oporto
	Vice-Chairperson	Ronald D. Gadot
	Chief, Administrative Division	Elizabeth M. Hernando
	GAD Representative	Leah Ann G. Naces
	Union Representative (1 <sup>st</sup> Level)	Vivian V. Yanos
	Union Representative (2 <sup>nd</sup> Level)	Engr. Rubi K. Guldarn
PENROs	Chief, MSD - Zamboanga del Norte	Sarah I. Zayas
	Chief, MSD - Zamboanga del Sur	Julius James M. Vela
	Chief, MSD - Zamboanga Sibugay	Ma. Eva B. Sabtal
Personnel Section	Chief	Jocelyn E. Dionisio
HRD Section	Chief	Naomi B. Pila

<b>Committee/Office</b>	<b>Position/Designation</b>	<b>Name</b>
<b>DENR Region X</b>		
Human Resource Merit Promotion and Selection Board	Chairperson	Ma. Theresa J. Allen
	Vice-Chairperson	Felix S. Mirasol, Jr.
	Chief, Administrative Division	Grace Dolores R. Chan
	GAD Representative	Mabel Gemma A. Ravanera
	Union Representative (1 <sup>st</sup> Level)	Vanessa Kate P. Paragas
	Union Representative (2 <sup>nd</sup> Level)	Gerald V. Rosabal
PENROs	Chief, MSD - Bukidnon	Ferddie V. Sususco
	Chief, MSD - Camiguin	Josephine T. Abao
	Chief, MSD - Lanao del Norte	Hermosilla C. Flores
	Chief, MSD - Misamis Occidental	Re A. Dela Calzada
	Chief, MSD - Misamis Oriental	Benjamin C. Jao-Jao
Personnel Section	Chief	Esperanza M. Domingo
HRD Section	OIC Chief	Ma. Selen D. Tuling
<b>DENR Region XI</b>		
Human Resource Merit Promotion and Selection Board	Chairperson	Atty. Ma. Mercedes V. Dumagan
	Vice-Chairperson	Victor T. Billones
	Chief, Administrative Division	Atty. Chelin Joan G. Sonza-Alug
	GAD Representative	Gina Ville L. Vilchez
	Union Representative (1 <sup>st</sup> Level)	Marivic M. Asuncion
	Union Representative (2 <sup>nd</sup> Level)	Erickson G. Tabiolo
PENROs	Chief, MSD - Davao del Norte	Jose U. Salvador
	OIC Chief, MSD - Davao del Sur	Marife E. Abaya
	OIC Chief, MSD - Davao Oriental	Lucille A. Balucanag
	OIC Chief, MSD - Davao Occidental	Nimfa T. Alipan
	OIC Chief, MSD - Davao de Oro	Cyrian Anthony S. Durban
Personnel Section	Chief	Llane B. Bandong
HRD Section	Chief	Al Bejelke L. Zarasate

<b>Committee/Office</b>	<b>Position/Designation</b>	<b>Name</b>
<b>DENR Region XII</b>		
Human Resource Merit Promotion and Selection Board	Chairperson	Mamutur D. Cariaga
	Vice-Chairperson	Mama G. Samaon
	Chief, Administrative Division	Iki M. Ontawar
	GAD Representative	Josephine R. Allosa
	Union Representative (1st Level)	Margie V. Prayco
	Union Representative (2nd Level)	Al Fhad L. Mapandi
PENROs	Chief, MSD - North Cotabato	Danilo P. Muyco
	OIC Chief, MSD - Saranggani	Helen E. Villame
	Chief, MSD - South Cotabato	Estelita L. Corpus
	Chief, MSD - Sultan Kudarat	Jennifer A. Trajico
Personnel Section	Chief	Jessie Anne V. Dichoso
HRD Section	Chief	Marcelina G. Cabaña
<b>Mines and Geosciences Bureau Central Office</b>		
Human Resource Merit Promotion and Selection Board	Chairperson	Engr. Juancho Pablo S. Calvez
	Chief, Administrative Division	Edna R. Lorilla
	GAD Representative	Diory G. Carr
	Union Representative (1st Level)	Ariel S. Villanueva
	Union Representative (2nd Level)	Ma. Lourdes Stephanie V. Leido
HR Unit	Chief	Joseph R. Rivera

**Date: November 18, 2022**

<b>IT Focal Persons for OLMS</b>	
<b>Region</b>	<b>Name</b>
DENR Region VII	Dennis T. Cuizon, Jr.
DENR Region IX	Cyrus B. Bayawa
DENR Region X	Ronel B. Bernardez
DENR Region XI	Peachy P. Enano
DENR Region XII	Eric A. Cagaanan
MGB Central Office	Jeffrey S. Ledesma

## 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	<b>Module I: Performance Management</b>

#### DAY 2

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

#### DAY 3

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

#### DAY 4

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