



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



BAGONG PILIPINAS

FOR/TO : All Officials and Employees
DENR Central Office

All Regional Executive Directors
All Bureau Director
All Assistant Regional Directors
All Assistant Directors
All Finalists R.I.V.E.R.S for life and Eagle

FROM : The Undersecretary
Organizational Transformation and Human Resources

SUBJECT : **GUIDELINES FOR THE REGISTRATION IN LINE WITH THE
2023 DENR EMPLOYEES' YEAR-END GENERAL ASSEMBLY**

DATE : DEC 13 2023

Relative to the program for the 2023 DENR Employees' Year-End General Assembly on 19 December 2023, the following registration guidelines are hereby prescribed:

1. The Registration booths for the DENR Central Office officials and employees will be set up in front of the DENR Central Office Main Building. Names of employees are printed on the Attendance Sheets based on their present place of assignment;
2. Registration will start at 6:00 AM and will end at 9:00 AM;
3. Raffle stubs and bingo cards shall be given to DENR Central Office employees and contract of service personnel upon registration. Employees who will register beyond 9:00 AM will no longer be entitled to raffle entries & Bingo cards;
4. Money coupons for the banchetto and food stubs for the A.M. snack shall be claimed at the Cashier Section. Food stubs for the A.M. snack will be available until 10:00 A.M.;
5. Registrants from 6:00 AM to 7:30 AM will be qualified for the "early raffle" draw at 8:00 AM or before the Holy Mass celebration at the DENR Multi-Purpose Hall;

6. Regional Executive Directors, Assistant Regional Directors, Bureau Directors, Assistant Directors and finalists of the R.I.V.E.R.S for Life and EAGLE awards shall register at the DENR Social Hall;
7. List of Hackett and D'Triumph personnel shall be submitted to the Personnel Division through email at denrcoingress@gmail.com not later than 18 December 2023 together with the list of the skeletal workforce;
8. The number of employees to be assigned as skeletal workforce during the celebration shall not exceed 20% of the total number of personnel assigned in the office. The list must be submitted to the Personnel Division not later than 15 December 2023; and
9. DENR Central Office employees and contract of service personnel shall be required to register their time entries through the biometric attendance system.

For your information and guidance.


AUGUSTO D. DELA PEÑA