



Republic of the Philippines  
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## MEMORANDUM

FOR : All Regional Executive Directors, Bureau Directors  
and Heads of Attached Agencies

ATTN : Chief, Administrative Division  
Chief, Personnel Section/Units  
Focal Persons

FROM : The OIC Director  
Human Resource Development Service

SUBJECT : **UPDATING OF HUMAN RESOURCE STATISTICS REPORT  
AND SUBMISSION OF UPDATED PLANTILLA**

DATE : 20 February 2023

This is a gentle reminder on the monthly updating of your respective Human Resource Statistics Reports and the submission of updated Plantilla (excel format) as of January 31, 2023.

This office no longer requires submission of printed copies. Monthly updating of electronic copy via email and shared google sheets format must be submitted/accomplished every 10<sup>th</sup> day of the following month. Other forms not included in the google sheets shall be sent through email at [denrcohrstat2020@gmail.com](mailto:denrcohrstat2020@gmail.com). Google sheets link were shared through to the registered official email addresses.

Your immediate action will be highly appreciated.

*M. M. Marcelo*  
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