



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

MAR 07 2023

FOR/TO : **All Undersecretaries**
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors

Heads of Office
Attached Agencies
RBCO, MBCO, LLO, DENR-CARP, & DMOS

All Division Chiefs
DENR Central Office

FROM : **The Undersecretary**
Organizational Transformation and Human Resources

SUBJECT : **ONLINE SUBMISSION OF LEARNING AND DEVELOPMENT-RELATED DOCUMENTS**

In line with the Department's efforts in digitalization and streamlining of processes and procedures, particularly on the use of paper in compliance with the requirements of the Environmental Management System, the Human Resource Development Service (HRDS) will be implementing the Online Submission of the following L&D related documents:

- A. Pre-training Requirements (internal training)**
 1. Competency Development Management Form
- B. Pre-training Requirements (study and non-study trips)**
 2. Request for Nomination
 3. Request for Travel Authority
- C. Post-training Requirements (local)**
 4. End-of-Learning/Activity Reports
 5. Individual Learning Reports
- D. Post-training Requirements (study and non-study trips)**
 6. Travel/Completion Reports
- E. Plans and Accomplishments**
 7. L&D Plan Implementation Matrix
 8. Semi-Annual Accomplishment Report

Thus, all offices are requested to submit the said documents online through the DENR L&D portal using the link <https://bit.ly/LNDportal> or by scanning the QR code below:



Fill out all the necessary information requested in the forms for efficient consolidation of data. Additionally, all scanned signed copies of documents shall be in **PDF FORMAT** and must have the file name format instructed in the online forms. Kindly note that the End-of-Learning report and Individual Learning Report shall be submitted to the approving authority as prescribed in the DENR Manual of Authorities.¹

For information and compliance.


AUGUSTO D. DELA PEÑA

¹ DAO 2022-09



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TRAINING FORMS



SCHOLARSHIP AND TRAVEL AUTHORITY

EVENTS CALENDAR

Our calendar provides all the learning events and activities organized by the Training and Development Division and other functional offices from the Central Office.

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Feb 1	2	3	
5	6	7	8	9	10	11
		DENR Employees' Union End of Term Perf				
12	13	14	15	16	17	18
	Consultative Workshop for the Updating of the FY 2024 Unit of Work Measurements and Preparation of FY			Post Assessment of the 2022 DENR Inter-		
19	20	21	22	23	24	25
		4th Philippine Environment Summit - Region 4A CALABARZON, VQHF				
		Workshop on the Enhancement of the Guidelines and Procedure				
26	27	28	29	30		
					NIPAS Marine Protected Area (MPA) Man...	



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SCHOLARSHIP AND TRAVEL AUTHORITY

APPLICATIONS AND REQUESTS



[Click here](#)

Request for Nomination to Foreign Trips (Study and Non-Study Trips)



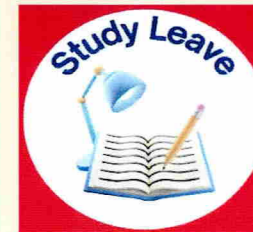
[Click here](#)

Request for Travel Authority to Foreign Trips (Study and Non-Study Trips)



[Click here](#)

Application for Local Scholarship Programs



[Click here](#)

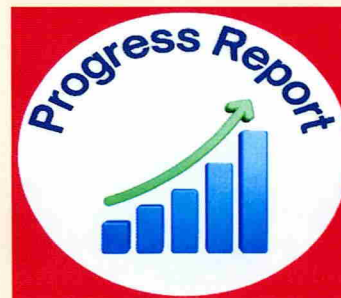
Application for Local Study Leave (for Central Office only)

REPORT SUBMISSIONS



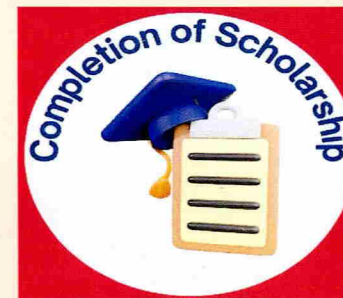
[Click here](#)

Travel/Completion Report for Foreign Trips



[Click here](#)

Progress Report for Foreign and Local Scholarship



[Click here](#)

Completion Report/REAP/Thesis for Local Scholarship Programs



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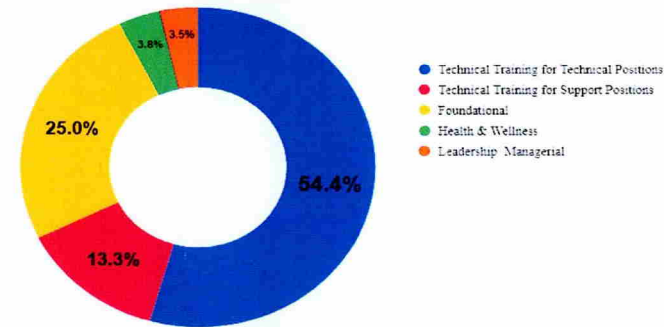
Downloadable
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PLANS AND ACCOMPLISHMENTS

ACCOMPLISHMENT STATUS FOR 2ND SEMESTER F.Y. 2022

TYPES OF TRAINING CONDUCTED

Proportion of training programs according to types of L&D as conducted by Bureaus and Regional Offices for the 2nd Semester 2022.



SUBMISSION FORMS



LDP

Submit L&D Plan

Click to submit a Learning and Development (L&D) Plan



LDAR

Submit L&D Accomplishment Report

Click to submit Learning and Development (L&D) Accomplishment Reports of Bureau and Regional Offices



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TRAINING

POST-TRAINING REQUIREMENTS



CDMF

Submit CDMF

Click to submit a Competency Development Management Form



ILR

Submit ILR

Click to submit an Individual Learning Report on the attended external (local) training



EOLR

Submit EOLR

Click to submit an End-of-Learning / Activity Report



TvIR

Submit Travel Report (Foreign)

Click to submit a Travel Report of the attended Foreign Training



REAP

Submit REAP

Click to submit your approved Re-Entry Action Plan (REAP) of the attended ENRA Management Course



FOE

Submit FOE Report

Click to submit your Field Office Engagement (FOE) Report of the attended ENRA Supervisory Course



ELSP

Click to submit an evaluation for Learning Service Provider (external training)