



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

MAR 28 2023

FOR : All Regional Executive Directors

All Directors
Staff Bureaus

The Chiefs
Training and Development Division
Career Development Division
Personnel Division

ATTN : Chief Administrative Officers
Administrative Division

FROM : The OIC, Director
Human Resource Development Service

SUBJECT : **ADVISORY ON THE CONDUCT OF THE ORIENTATION ON DENR HR PROCEDURES: QMS UPSKILLING FOR HR PRACTITIONERS**

This pertains to the conduct of the Orientation on DENR HR Procedures: QMS Upskilling for HR Practitioners on 31 March 2023 via Zoom. It aims to equip the HR practitioners in the Central Office, Regional Offices, and Bureaus with the competencies to implement and/or enhance the existing Quality Management System (QMS) and be QMS External Audit ready. More importantly, the orientation ensures uniformity of all HR forms and processes which demonstrates compliance of the Department with the requirements of the Quality Management System (QMS) in all Offices.

In relation to this, please advise the participants from your respective offices to follow the instructions below:

1. The activity will be held live online. Please prepare and sign in 10 minutes earlier and follow the instructions on how to join the meeting sent to you by the host to your email.
2. All learners are required to be present during the webinar.
3. To optimize learning experience using Zoom, close all background applications that have no connection with the webinar.
4. Kindly mute your microphone upon signing in and during the webinar to avoid distraction. Questions regarding the presentation will be addressed in the open forum at the end of the session. If there are urgent matters, you may raise your hand and wait for the host to address you. Only then can you turn on the microphone.

5. Never interrupt the speaker during the lecture. There will be an opportunity to ask questions after the presentation. Be sure to write them down for you to remember.
6. Remember to turn off your microphone after addressing your concerns.
7. Do not leave while the webinar is ongoing. The meeting will end when the host exits at the end of the session.
8. Make sure your webinar area is free from noise or distraction.
9. This activity will be documented by the HRDS.
10. The learners should sign in for the first day using the link or QR code below:



<https://bit.ly/QMS4HR>

Attached is a draft copy of the Special Order for this activity. For any question or inquiry, you may e-mail us at hrds-tdd@denr.gov.ph or contact Mr. Carlo C. Fajardo at telephone no. (02) 8426-38-52. We shall furnish your office a copy of the signed Special Order of the activity once available.

For your information.

M. M. N.
MIRIAM M. MARCELO