



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : **All Regional Executive Directors**
All Bureau Directors

ATTN : **The Chief**
Administrative Division
Finance and Administrative Division

FROM : **The OIC - Director**
Human Resource Development Service

SUBJECT : **DESIGNATION OF FOCAL PERSONS FOR THE
ONLINE LEAVE MANAGEMENT SYSTEM (OLMS)**

DATE : 25 April 2025

In line with our efforts to centralize the processing and consolidation of shareable data and integrate reports regarding employee's data and leave credits, you are hereby requested to identify your respective focal persons from the Regional Office/Bureau, the PENR Offices and EMB/MGB Regional Office. The focal person must include the Chief, Personnel Section/Unit and the two each from PENR Offices preferably Administrative Officer IV and Information System Analyst.

We have attached a form to be used for this purpose. Please submit the accomplished form through this email address olms.dpis@gmail.com on or before 28 April 2023.

For queries, you may contact us at 02-8928-7218 or VOIP 1005 and look for Mr. Jayson Alconis.

Miriam M. Marcelo
MIRIAM M. MARCELO

DESIGNATE FOCAL PERSONS FOR
 ONLINE LEAVE MANAGEMENT SYSTEM (OLMS)
 OFFICE/BUREAU: _____

NAME	POSITION/DESIGNATION	OFFICIAL EMAIL ADDRESS	CONTACT NUMBER	MESSENGER ACCOUNT	FOCAL PERSON OFFICE (Indicate RO OR PENRO)

Certified by:

Concurred by:

 Chief Administrative Officer

 ARD for Management Services