



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

MEMORANDUM

FOR/TO : All Appointed and Designated Third Level Officials

FROM : The Undersecretary
Organizational Transformation and Human Resources

SUBJECT : **REMINDER FOR THE TIMELY SUBMISSION OF RECORDS OF ATTENDANCE**

DATE : 28 March 2023

This is a reminder on the requirements provided under Section 3, Rule XVII on Government Office Hours of the CSC Law, Rules and Regulations Implementing Book V of E.O. 292, which states:

“Chief and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these chiefs in the three branches of the government, and other presidential appointees need not punch in the bundy clock, but attendance and all absences of such officers must be recorded.”

Please be reminded further that the Records of Attendance should be submitted within the first five (5) working days of the succeeding month. Signing authorities for the Records of Attendance are, as follows:

Officials	Signing Authorities	Remarks
USECs	Secretary or His/Her Authorized Official	To be submitted to the Personnel Division, Central Office
ASECs	Concerned Undersecretary	To be submitted to the Personnel Division, Central Office
REDs	Undersecretary for Field Operations	To be submitted to the Personnel Division, Central Office
ARDs	Concerned RED	To be submitted to the Personnel Division, Central Office
OIC ARDs	Concerned RED	To be submitted to the Personnel Section of their respective mother units, copy furnished Office of the Assistant Secretary for Human Resource and Strategic

		Communication and Sectoral Initiatives
Service Directors	Concerned Undersecretary/Assistant Secretary	To be submitted to the Personnel Division, Central Office
Bureau Directors	Supervising Undersecretary	To be submitted to the Personnel Section of their respective Bureaus, copy furnished Office of the Assistant Secretary for Human Resource and Strategic Communication and Sectoral Initiatives
EMB and MGB Regional Directors	EMB/MGB Bureau Director	To be submitted to the Personnel Section of their respective Regional Offices, copy furnished Office of the Assistant Secretary for Human Resource and Strategic Communication and Sectoral Initiatives

For your information and guidance.


AUGUSTO D. DELA PEÑA

RECORD OF ATTENDANCE
(For Third Level Appointees/Designated OICs Only)

I hereby certify that I have rendered services for the month of _____ except on the following dates due to the reason/s indicated (please check type of leave availed of/purpose and/or destination of travel):

DATE	SICK LEAVE*	VACATION LEAVE*	OTHERS* (Special Leave Privileges, Forced Leave, etc.)
	N/A	N/A	

This certification is being issued in accordance with Section 3, Rule XVII on Government Office Hours of the Omnibus Rules, Implementing Book V of E.O. 292.

Printed Name and Signature

Position/Designation

DENR Central Office
Place of Assignment

Date

Noted:

(Head of Office)

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- ** Secretary or his authorized official signs attendance of USECs
 - ** Concerned USEC signs attendance of ASECs
 - ** USEC/ASEC for Field Operations signs attendance of Regional Executive Directors/OIC Regional Executive Directors
 - ** Concerned USEC/ASEC signs attendance of Service Directors
 - ** Regional Executive Directors sign attendance of Assistant Regional Directors/OIC Assistant Regional Directors
 - ** Concerned USEC/ASEC signs attendance of Bureau Directors
 - ** EMB/MGB Bureau Director signs attendance of EMB/MGB Regional Directors

Note:

- *1. Please attach application for leave of absence in the proper form;
- ** 2. Please submit this Certification to the Personnel Division/Section within the first five (5) working days of the succeeding month.