



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  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**MEMORANDUM**

**TO :** All Regional Executive Directors  
All Bureau Directors

**FROM :** The Assistant Secretary  
Human Resources, Strategic Communication and Sectoral Initiatives

**SUBJECT :** SUBMISSION OF 1<sup>ST</sup> 2023 SEMESTER LEARNING AND DEVELOPMENT ACCOMPLISHMENT REPORTS

**DATE :** 03 JUL 2023

---

Pursuant to Item 8.2.1. of the Operational Planning Guidelines on the Preparation of Work and Financial Plan (WFP) for Fiscal Year 2023, you are reminded to submit the 1<sup>st</sup> semester accomplishment report through [bit.ly/LNDportal](https://bit.ly/LNDportal) on or before the 2<sup>nd</sup> Friday of July (14 July 2023), using the attached template for efficient monitoring and consolidation of the L&D programs of the Department.

The Training and Development Division shall submit the consolidated semi-annual accomplishment reports to the Office of the Undersecretary for Organizational Transformation and Human Resources, copy furnished Policy and Planning Service, fifteen (15) working days after the date mentioned above.

For your information and appropriate action.

  
HIRO V. MASUDA, DBA, CESO III



L&D Interventions not based on FY 2023 L&D Plan (Title of Activity)	L&D Types	Target # of Learners			Budget		Date Conducted	End of Learning Report (Date of Submission)	Target Levels of M&E	Target Date of M&E	Remarks
		Planned	Actual		Allocated (based on WFP)	Utilized (actual expenses incurred)					
			Male	Female							

Prepared by:

Endorsed by:

Approved by:

HRD SECTION/UNIT CHIEF

CHIEF, ADMINISTRATIVE DIVISION/ADMINISTRATIVE AND  
FINANCE DIVISION

ARD for MGT Services/ABD

- [1] AI Technical Operations (TO) - Technical Training for functional competencies of employees with technical positions; 2) Technical Support (TS) - Technical Training for functional competencies of employees with Support Positions; 3) Foundation (F) - Training for Core and Organizational Competencies and other L&D interventions e.g. Orientation for New Entrants; 4) Health and Wellness (HW) – Health and Wellness L&D related Programs; 5) Leadership/Managerial – Training Programs targeting leadership competencies
- [2] All end-of-learning reports shall be submitted to the approving authority fifteen (15) days after the conduct of the activity
- [3] Briefly discuss the findings/M&E results/recommendations