Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City. 1100
Tel Nos. (632) 8929-6626 to 29; VOIP Trunk line (632) 8755-3300/87553300
Website: http://www.denr.gov.ph

MEMORANDUM

FOR/TO : **The Undersecretaries**
The Assistant Secretaries
The Service Directors
The Bureau Directors
The Regional Executive Directors
The Heads of Attached Agencies

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

SUBJECT : **INVITATION TO AVAIL OF THE FREE ONLINE GIS TRAINING**

DATE : **0 6 JUL 2023**

The Human Resource Development Service – Training and Development Division and Geospatial Database Office (GDO) are inviting all DENR employees to avail of the Free Online GIS Training, which will commence on 10 July 2023, and will continue until January 31, 2024

Geographic Information System (GIS) is an invaluable technology and a decision support tool. It will provide the department with comprehensive geospatial information, enhanced analysis capabilities, and improved environmental management strategies. By leveraging GIS, DENR can effectively address environmental challenges, protect natural resources, and promote sustainable development.

Below are the two available Learning Plans that participants may choose from:

1. *Fundamentals of GIS*

Title	Type	Duration
GIS Basic Goals: • Understand concepts fundamental to GIS use. • Explain how ArcGIS enables organizations to address business needs.	Web Course	2 hours 35 minutes
Getting Started with GIS	Web Course	3 hours, 30 minutes
Getting Started with Data Management	Web Course	1 hour, 25 minutes

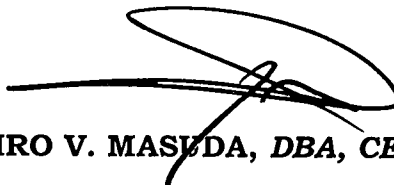| Title	Type	Duration
Referencing Data to Real-World Locations using ArcGIS	Web Course	3 hours, 15 minutes
Getting Started with Spatial Analysis	Web Course	1 hour, 10 minutes
Getting Started with Mapping and Visualization	Web Course	1 hour, 15 minutes
ArcGIS: An Introduction	Video	44 minutes
Introduction to Spatial Data	Web Course	1 hour, 30 minutes
Getting Started with ArcGIS Pro	Web Course	5 hours, 15 minutes
ArcGIS Pro Basics	Web Course	50 minutes
ArcGIS Pro Terminology Guide	Document	N/A
Introduction to Coordinate Systems	Web Course	2 hours, 25 minutes
Basics of Geographic Coordinate Systems	Web Course	1 hour, 15 minutes

2. *ArcGIS Pro Basics*

Title	Type	Duration
ArcGIS Pro: An Introduction	Video	41 minutes
ArcGIS Pro Basic	Web Course	50 minutes

This self-paced training operates on a first-come-first-served basis. To register, interested participants can access the registration link https://bit.ly/OnlineGISTraining. Upon registration, each participant will be granted a two-week timeframe to finish the assigned learning plan. New batches of trainees will gain access to the training program every two weeks from the start date.

For more details about this program, please refer to the guidelines attached by GDO. Should you have clarifications/queries, your staff may contact Ms. Eloisa De Leon of GDO via email at geospatial@denr.gov.ph, through the VOIP number 1202, or by contacting her on her mobile number (0916) 3846 748. Alternatively, you may contact Mr. Marvin C. Baloaloa of TDD at (02) 8426 3852. They will be able to assist you and provide further information regarding the program.

For your information and consideration.

HIRO V. MASUDA, *DBA, CESO III*

Guide on Availing the Free Online GIS Training through Esri Training

June 2023

Contents

A. Description

The **Esri training** refers to the training programs offered by Esri, the developer of ArcGIS software products. The wide range of training options offered through Esri training aims to support GIS practitioners and non-GIS professionals, basically anyone interested in using GIS technology to explore and analyze spatial data. It includes in-person and online courses covering various geographic information systems (GIS) aspects, such as data management, spatial analysis, cartography, geoprocessing, and application development. It also caters to different skill levels, from beginners to advanced users, and covers a variety of Esri software products, including ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise.

For this year, the DENR has a maintenance subscription to ArcGIS, which provides access to several online Esri training courses. This document provides guidance to DENR personnel on how to avail of the free online GIS training through Esri Training.

B. General Guidelines

The following describes the general guidelines for this online training program:

1. All DENR employees, regardless of employment status, are qualified to apply for participation in the online Esri training program.
2. There are only limited slots available. Interested DENR employees will be entertained on a **first-come-first-serve basis**.
3. After confirming their participation, each participant will be provided with a user credential for the Esri training platform and access to ArcGIS Pro, which will both be valid while on training.
4. Each participant will be given two (2) weeks to complete the assigned learning plan. After the 2-week period, they will no longer have access to the learning plan and will need to apply again.
5. A new batch of trainers will be given access every two weeks from the commencement of this training program.
6. There will be no Special Order issued for the Esri Training participation. All participants must complete the learning plan at their own pace within the allotted period.
7. In case the participant completes the learning plan early, they may request to enroll in another learning plan by sending an email to GDO with the following title:

   Subject: **[USERNAME] Request for new learning plan**
   Body: Requesting to add this learning plan(s) [LIST OF LEARNING PLANS] which I aim to complete within the remaining time I have.

8. All participants will receive a training certificate from Esri upon completion of the courses. The Training and Development Division (TDD) will also maintain a list of all participants who completed the web courses as evidence of trained DENR personnel.

C. Process Flow

The following procedures will be followed starting with the expression of intent from the participants until the end of the online training period:

Step 1:	Interested DENR employees shall express their interest by registering through this link: [https://bit.ly/OnlineGISTraining].
Step 2:	The Geospatial Database Office (GDO) shall create the accounts and assign an ArcGIS Pro license to confirmed participants. An email confirmation will be sent to the participants to include the username and password they will use to access the Esri Training platform and instructions on getting started.
Step 3:	The participants shall install and activate the ArcGIS Pro on their computers following the guides available through DENRCM Help Desk - Installation (google.com). In case the participants need technical assistance in setting up ArcGIS Pro, they may contact the GDO or their local ICT Focal person.
Step 4:	The participants shall log in at Esri training and then access the assigned learning plan to start learning.
Step 5:	After completing each web course in the learning plan, the participants may access the training certificate through the Esri training platform.

D. Available Learning Plans

These are some of the learning plans that the participants may choose from:

1. Fundamentals of GIS

Title	Type	Duration
GIS Basic Goals: • Understand concepts fundamental to GIS use. • Explain how ArcGIS enables organizations to address business needs.	Web Course	2 hours 35 minutes
Getting Started with GIS	Web Course	3 hours, 30 minutes
Getting Started with Data Management	Web Course	1 hour, 25 minutes
Referencing Data to Real-World Locations using ArcGIS	Web Course	3 hours, 15 minutes

Title	Type	Duration
Getting Started with Spatial Analysis	Web Course	1 hour, 10 minutes
Getting Started with Mapping and Visualization	Web Course	1 hour, 15 minutes
ArcGIS: An Introduction	Video	44 minutes
Introduction to Spatial Data	Web Course	1 hour, 30 minutes
Getting Started with ArcGIS Pro	Web Course	5 hours, 15 minutes
ArcGIS Pro Basics	Web Course	50 minutes
ArcGIS Pro Terminology Guide	Document	N/A
Introduction to Coordinate Systems	Web Course	2 hours, 25 minutes
Basics of Geographic Coordinate Systems	Web Course	1 hour, 15 minutes

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