



Republic of the Philippines  
Department of Environment and Natural Resources  
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## MEMORANDUM

FOR : **All Regional Executive Directors, Bureau Directors  
and Heads of Attached Agencies**

ATTN : Chief, Administrative Division  
Chief, Personnel Section/Units  
Focal Persons

FROM : The OIC Director  
Human Resource Development Service

SUBJECT : **UPDATING OF HUMAN RESOURCE STATISTICS REPORT AND  
SUBMISSION OF UPDATED PLANTILLA**

DATE : August 7, 2023

This is a gentle reminder on the monthly updating of your respective Human Resource Statistics Reports and the submission of updated Plantilla (excel format). Updates as of **July 31, 2023** must be submitted/accomplished on or before **August 10, 2023**.

As this office no longer requires submission of printed copies, monthly updating shall be done electronically via email and shared Google Sheets. Forms that shall be sent via email through [denrcohrstat2020@gmail.com](mailto:denrcohrstat2020@gmail.com) in MS Excel format are as follows:

1. Plantilla of Personnel
2. Human Resource Statistics Report per office
3. List of vacant positions
4. Alphalist of employees (Permanent, Casual, Contract of Service/Job Order, Contractual PS)
5. List of officials on floating status
6. List of personnel separated from the service
7. Directory of Officials with picture
8. List of foresters assigned by service
9. Report on CESOs and CES Eligibles Occupying Non-CES positions

On the other hand, the following forms shall be updated via the shared Google Sheet sent to your registered email address:

1. Human Resource Statistics Report
2. Number of employees by educational attainment (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
3. Number of employees by length of service (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
4. Number of employees by position level (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
5. Number of employees by age (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
6. Number of foresters per plantilla (Forest Ranger, Forest Technician I, Forest Technician II, Forester I, Forester II, Forester III)

The Google sheet link may only be accessed using a gmail or denr.gov.ph email address. If your registered email address is not a Google account, please send us your gmail / denr.gov.ph account through your focal person, so we may provide access to your authorized personnel.

Your immediate action will be highly appreciated.

*Mi M. M.*  
MIRIAM M. MARCELO



Department of Environment and Natural Resources  
Human Resource Statistics Report  
**LIST OF VACANT POSITIONS**  
as of July 31, 2023

SAMPLE ONLY

NO.	ITEM NUMBER	POSITION TITLE	SALARY GRADE	Place of Plantilla Assignment per Province	VACATED BY			DATE VACATED	MODE OF SEPARATION	MOTHER UNIT/ LAST ASSIGNMENT	REMARKS
					LAST NAME	FIRST NAME	MIDDLE NAME				
1	OSEC-DENRB-	PLANNING OFFICER I	11	PLANNING AND MANAGEMENT DIVISION							
2	OSEC-DENRB-	ACCOUNTANT I	12	FINANCE DIVISION							
3	OSEC-DENRB-	ADMINISTRATIVE OFFICER III	14	ADMINISTRATIVE DIVISION							
4	OSEC-DENRB-	ADMINISTRATIVE OFFICER II	11	ADMINISTRATIVE DIVISION							
5	OSEC-DENRB-	ADMINISTRATIVE OFFICER I	10	ADMINISTRATIVE DIVISION							
6	OSEC-DENRB-	ATTORNEY II	18	LEGAL DIVISION							



**Department of Environment and Natural Resources**  
**Human Resource Statistics Report**  
**LIST OF KEY OFFICIALS ON FLOATING STATUS**

As of July 31, 2023

SAMPLE ONLY

NAME	POSITION	MOTHER UNIT	DESIGNATION	PLACE OF ASSIGNMENT

**Department of Environment and Natural Resources  
Human Resource Statistics Report  
LIST OF PERSONNEL SEPARATED FROM THE SERVICE**

As of June 30, 2023

SAMPLE ONLY

NO.	NAME	POSITION/SG	MOTHER UNIT	DATE OF SEPARATION	MODE OF SEPARATION
1					
2					
3					
4					
5					







