



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 : **UPDATING OF DESIGNATION OF FOCAL PERSONS FOR
THE DENR PERSONNEL INFORMATION SYSTEM (DPIS)**

DATE : 01 February 2023

In line with our efforts to ensure the access security of the DENR Personnel Information System (DPIS), you are requested to inform us of any change in the designation of your respective focal persons from the Regional Office/Bureau, PENR Offices and EMB/MGB Regional Offices. The identified focal persons from Regional Offices/ Bureaus must include the Chief, Personnel Section/Unit and the two each from PENR Offices preferably Administrative Officer IV and Information System Analyst/Data Encoder.

We have attached a form to be used for this purpose. Please submit accomplished form through this email address copersonnelrecords@gmail.com on or before Friday, 17 February 2023.

For queries, you may contact us at 02-8928-7218 or VOIP 1005 and look for Ms. Honey Pacio.

M. M. M.
MIRIAM M. MARCELO

MEMO NO. 2023 - 74

**DESIGNATED FOCAL PERSONS FOR
 DENR PERSONNEL INFORMATION SYSTEM (DPIS)
 OFFICE/BUREAU _____**

NAME	POSITION/DESIGNATION	OFFICIAL EMAIL ADDRESS (indicated in the DPIS Account)	CONTACT NUMBER	MESSENGER ACCOUNT NAME	FOCAL PERSON OFFICE (Indicate RO or PENRO)

Certified by:

 Chief Administrative Officer

Concurred by:

 ARD for Management Services