



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 : **All Bureau Directors**

FROM : **The OIC-Director**  
Human Resource Development Service

SUBJECT : **ORIENTATION FOR THE NEWLY HIRED  
EMPLOYEES OF THE CENTRAL OFFICE**

DATE : **SEP 29 2023**

The Department, through the Human Resource Development Service - Training and Development Division (HRDS-TDD), is conducting an Orientation for the Newly Hired Employees and Onboarding Program. It aims to acquaint and equip the newly recruited personnel with the Department's priority plans and programs, employee welfare and benefits, office protocols, HR system and guidelines, etc.

The said activity is composed of two parts. The first part focuses on lectures/discussions about the benefits and privileges of government employees, civil service rules and regulations, Department's guidelines and protocols to better understand what is expected of them as public employees and how their position directly or indirectly contributes to the achievement of the Department's plans and priority programs.

The second part is a field/office visit designed to provide the participants with a thorough knowledge and appreciation of the mandates and priority programs of the Bureaus, Regional Office, PENR Office, and CENR Office. Participants will be able to learn and observe their operations as well as their organizational structure.

In this regard, we would like to request your assistance and allow us to bring the **forty (40) participants** in your office on the following schedules:

Office Visits	Date and Time
	November 17, 2023
Mines and Geosciences Bureau	9:00AM - 9:45AM
Environmental Management Bureau	10:00AM - 10:45AM
Biodiversity Management Bureau	11:00AM - 11:45AM
Forest Management Bureau	1:00PM - 1:45PM
Land Management Bureau	2:30PM - 3:15PM

Ecosystems Research and Development	3:45PM - 4:30PM
* Video presentation	

Furthermore, we would appreciate if you could designate a focal person, to whom we can coordinate and provide assistance, preferably your HR unit, to tour the participants as well as provide a brief description of the mandate, structure and operations of your office.

Your support will undoubtedly help achieve the goals of this endeavor. Attached is the Activity Plan for your guidance and reference.

For your consideration.

*M. M. M.*  
**MIRIAM M. MARCELO**