



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 : October 4, 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 **September 30, 2023** must be submitted/accomplished on or before **October 10, 2023**.

As this office no longer requires the 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. Updated List of Appointees in 2023
4. Updated List of Employees Separated from the Office/Service in 2023
5. Updated Status Report and Action Plan on Vacant Positions
6. List of Personnel per Employment Status
  - a. Permanent
  - b. Casual
  - c. Contractual PS
  - d. Contract of Service
7. List of officials on floating status
8. Directory of Officials with picture
9. List of foresters assigned by service
10. Report on CESOs and CES Eligibles Occupying Non-CES positions

On the other hand, the following forms shall be updated via a shared Google Sheet:

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 form templates and the Google Sheet link were sent to your registered email addresses. The Google Sheet 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.

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