



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



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 : SUBMISSION OF UPDATED PLANTILLA AND HUMAN
RESOURCE STATISTICS REPORTS**

DATE : November 6, 2023

This is a gentle reminder on the monthly submission of your updated plantilla and other human resource statistics reports (Microsoft Excel format). Updates as of **October 31, 2023** must be submitted/accomplished on or before **November 10, 2023**.

This office no longer requires the submission of printed copies. Monthly updating shall be done electronically via **email**. The following forms must be accomplished strictly following the provided template and sent through **denrcohrstat2020@gmail.com**:

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 office
10. Report on CESOs and CES Eligibles Occupying Non-CES positions

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11. Number of employees by educational attainment (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
12. Number of employees by length of service (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
13. Number of employees by position level (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
14. Number of employees by age (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
15. Number of foresters per plantilla (Forest Ranger, Forest Technician I, Forest Technician II, Forester I, Forester II, Forester III)

Templates of the above-listed forms were sent to your registered email addresses.

Your immediate action will be highly appreciated.


MIRIAM M. MARCELO