



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



MEMORANDUM

FOR/TO : ALL DENR PRESIDENTIAL APPOINTEES

FROM : THE UNDERSECRETARY
Organizational Transformation and Human Resources

SUBJECT : SUBMISSION OF UPDATED DOCUMENTARY
REQUIREMENTS BY PRESIDENTIAL APPOINTEES

DATE : 02 February 2024

In compliance with Memorandum from the Senior Undersecretary and Head, Presidential Management Staff dated 02 February 2024 (*copy attached*), you are hereby advised to submit the following documents through the Human Resource Development Service not later than 23 February 2024:

1. updated and notarized Personal Data Sheet (CSC Form 212 revised 2017) and Work Experience Sheet;
2. updated Clearances¹ from the following offices:
 - a. Civil Service Commission
 - b. National Bureau of Investigation
 - c. Office of the Ombudsman
 - d. Sandiganbayan

For your preferential attention please.


AUGUSTO D. DELA PEÑA

MEMO NO. 2024 - 104

¹ issued within the last twelve (12) months



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

MEMORANDUM

FOR : All Heads of Departments, Agencies, Offices and Instrumentalities, including Government-Owned or -Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and State Universities and Colleges (SUCs)

FROM : The Senior Undersecretary and Head, PMS

SUBJECT : **SUBMISSION OF UPDATED DOCUMENTARY REQUIREMENTS BY PRESIDENTIAL APPOINTEES**

DATE : FEB 07 2024

Upon the directive of the Executive Secretary, all incumbent Presidential appointees appointed before 01 February 2023 are directed to submit their updated Personal Data Sheet¹ and clearances² from the Civil Service Commission, National Bureau of Investigation, Office of the Ombudsman, and Sandiganbayan.

The Heads of Departments, Agencies, Offices, Instrumentalities, GOCCs, GFIs, and SUCs must ensure compliance by all presidential appointees under his/her agency. All requirements must be submitted to the Presidential Management Staff (PMS)³ within thirty (30) days from issuance of this Memorandum.

For strict compliance

2/7/24
ELAINE T. MASUKAT



¹ Appointive Director Data Sheet for the Members of the GOCC Governing Boards covered by Republic Act No. 10149
² Issued within the last twelve (12) months.
³ Mailing Address: PMS Building, Aragon St., San Miguel, Manila. Email Address: ap.appointments@ops.gov.ph