



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



MEMORANDUM

FOR : **ALL REGIONAL EXECUTIVE DIRECTORS**
ALL BUREAU DIRECTORS

FROM : **THE OIC DIRECTOR**
Human Resource Development Service

SUBJECT : **PARTICIPANTS IN THE TRAINING OF TRAINERS OF THE BIOMETRICS EQUIPMENT AND THE ONLINE LEAVE MANAGEMENT SYSTEM (OLMS)**

DATE : 07 February 2024

This refers to the Training of Trainers for the biometric equipment and the Online Leave Management System being organized by the Personnel Division in coordination with the Knowledge and Information Systems Service. The event is targeted to be implemented in the first semester of 2024. It aims to orient the trainers on the various functionalities of the new biometrics equipment and the OLMS.

After the event, the participants are expected to be able to:

1. Explain and apply the different policies pertaining to office attendance and leave administration in accordance with CSC and DENR issuances
2. Understand the functionalities of the new biometric devices
3. Navigate and use the different modules and functionalities of the OLMS
4. Understand and assign different roles and access privileges in the OLMS
5. Process different types of leaves using the OLMS
6. Generate Daily Time Records (DTRs) and other leave-related reports

The participants of the training are expected to cascade their learnings to the various system users/other focal persons in their respective offices. The following shall be authorized to participate in the training:

| Office | Authorized Participants |
|-----------------------------|---|
| Staff Bureaus | Chief, HR Unit or Administrative Officer V |
| | One (1) OLMS Focal Person |
| | One (1) Timekeeper |
| | One (1) Information Systems Analyst |
| DENR Regional Offices (ROs) | Chief, Personnel Section |
| | One (1) OLMS Focal Person |
| | One (1) Timekeeper |
| | One (1) Information Systems Analyst (ISA II), ROs One (1) Information Systems Analyst II, all PENROs |

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| Office | | | Authorized Participants |
|----------------|---------------------|----------|--|
| Line Office | Bureaus and ROs) | (Central | Chief, Finance and Administrative Division/Section |
| | | | One (1) OLMS Focal Person |
| | | | One (1) Timekeeper |
| | | | One (1) Information Systems Analyst II, CO |
| | | | One (1) Information Systems Analyst II, ROs |

In this regard, we request you to nominate participants for the event. Please submit their names, office, position title, designation (if any), email address, Facebook link (for the group chat) using the attached forms, downloadable through the following QR code/link:



<http://tinyurl.com/bddh5f8y>

Please submit your approved nomination forms to the Personnel Division through email at olms.dpis@gmail.com not later than **14 February 2024**.

For your consideration.

M. M. M.
MIRIAM M. MARCELO

Office

Regional Office

| Designation/Role | Office | Name | Position Title | Designation, if any | Email address | facebook link (for the Group Chat) | Remarks, if any |
|---|-----------|------|----------------|---------------------|---------------|------------------------------------|-----------------|
| Chief, Personnel Section | | | | | | | |
| One (1) OLMS Focal Person | | | | | | | |
| One (1) Timekeeper | | | | | | | |
| One (1) Information Systems Analyst (ISA II), Regional Office | | | | | | | |
| One (1) Information Systems Analyst II, Information Systems Analyst (ISA II), all PENROs | | | | | | | |
| | [PENRO 1] | | | | | | |
| | [PENRO 2] | | | | | | |
| | [PENRO 3] | | | | | | |
| | [PENRO 4] | | | | | | |
| | [PENRO 5] | | | | | | |
| | [PENRO 6] | | | | | | |
| | [PENRO 7] | | | | | | |

Remarks, if any

Approved by:

Office: **Staff Bureau**

| Designation/Role | Office | Name | Position Title | Designation, if any | Email address | facebook link (for the Group Chat) | Remarks, if any |
|--|--------|------|----------------|---------------------|---------------|------------------------------------|-----------------|
| Chief, HR Unit or Administrative Officer V | | | | | | | |
| OLMS Focal Person | | | | | | | |
| Timekeeper | | | | | | | |
| Information Systems Analyst | | | | | | | |

Remarks, if any

Approved by:

Office

Line Bureau

| Designation/Role | Office | Name | Position Title | Designation, if any | Email address | facebook link (for the Group Chat) | Remarks, if any |
|--|--------|------|----------------|---------------------|---------------|------------------------------------|-----------------|
| Chief, Finance and Administrative Division/Section | | | | | | | |
| One (1) OLMS Focal Person | | | | | | | |
| One (1) Timekeeper | | | | | | | |
| One (1) Information Systems Analyst II, CO | | | | | | | |
| One (1) Information Systems Analyst II; ROs | | | | | | | |
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| Region X | | | | | | | |
| Region XI | | | | | | | |
| Region XII | | | | | | | |
| Caraga Region | | | | | | | |

*for EMB

Remarks, if any

Approved by: