



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



MEMORANDUM

**FOR : ALL REGIONAL EXECUTIVE DIRECTORS
ALL BUREAU DIRECTORS
ALL HEADS OF ATTACHED AGENCIES**

**ATTN : THE CHIEFS
Administrative Division**

**THE CHIEFS
Personnel Section/Unit**

**FROM : THE UNDERSECRETARY
Organizational Transformation and Human Resources**

**SUBJECT : REMINDER ON THE SUBMISSION OF UPDATED PLANTILLA
AND HUMAN RESOURCE STATISTICS REPORTS**

DATE : February 7, 2024

This is a gentle reminder on the submission of your updated plantilla and other human resource statistics reports as of **January 31, 2024**.

This office no longer requires the submission of printed copies. Monthly updating shall be done electronically via email. The following forms (in Excel Format) must be accomplished strictly following the provided template and sent through prsspd@denr.gov.ph:

1. Plantilla of Personnel (please use the format provided)
2. Human Resource Statistics Report per office
3. Updated List of Appointees in 2024
4. Updated List of Employees Separated from the Office/Service in 2024
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

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 have been shared with your personnel records and statistics focal persons (list attached) via Google Sheet. The focal persons may also access the templates through the following QR code/link:



<http://tinyurl.com/2vc7bvxx>

Your immediate action will be highly appreciated.


AUGUSTO D. DELA PEÑA