



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



**MEMORANDUM**

04 JAN 2024

**FOR/TO :** All Regional Executive Directors  
All Bureau Directors

**FROM :** The Assistant Secretary  
Human Resources, Strategic Communication, and Sectoral Initiatives  
Chair, Human Resource Development Committee (HRDC)

**SUBJECT :** **SUBMISSION OF HUMAN RESOURCE DEVELOPMENT  
COMMITTEE (HRDC) ANNUAL REPORT FOR CALENDAR  
YEAR 2023**

This has reference to DENR Special Order No. 2019-644 dated 06 September 2019, as amended by DENR Special Order No. 2022-811 dated 09 November 2022, regarding the creation of the Human Resource Development Committee (HRDC), as part of the Department's compliance to the requirements of the Civil Service Commission's MC No. 3 s. 2012 - Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

The Special Order No. 2019-644 stated that all regional offices, bureaus, and attached agencies shall submit the following:

1. Copy of Special Orders creating your respective committees;
2. CY 2023 Accomplishment Report on HRDC meetings conducted;
3. Updated list of employees who availed the local and foreign scholarships; and
4. Summary list of L&D interventions implemented per approved Annual L&D Plan.

In this regard, all regional offices and bureaus shall submit the abovementioned documents to the office of the undersigned, through the HRDC Secretariat, at [hrdc2020@gmail.com](mailto:hrdc2020@gmail.com) **on or before 15 January 2024**.

For consideration and compliance.

  
**HIRO V. MASUBA, DBA, CESO III**

MEMO NO. 2024 - 14



**2023 HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC)**  
**ACCOMPLISHMENT REPORT**

**I. EXECUTIVE SUMMARY**

**II. PERFORMANCE HIGHLIGHTS**

**a. HRDC MEETINGS AND RESOLUTIONS (attach photos):**

<b>DENR Scholarship Committee Meeting No.</b>	<b>Date</b>	<b>Major Accomplishment/s</b>
2023- 01	8 January 2023	<ul style="list-style-type: none"><li>• DENR Human Resource Development Committee Resolution No. 2023-01 (Request for Study Leave Privilege for Board and Bar Review and Examinations and Completion of Master's Degree)</li><li>• DENR Human Resource Development Committee Resolution No. 2023-02 (Request for Nomination in Various Foreign Scholarship/Training/Workshop)</li><li>• HRDC Minutes of Meeting No. 2023-01 including committee attendance, agreements, instructions and other matters.</li></ul>

**b. HRDC SUPPORT TO LEARNING AND DEVELOPMENT PROGRAMS**

- L&D Activities (attach brief description and photos)

**c. MONITORING AND EVALUATION (if applicable)**

- Scholarship Program (Brief Background, Findings, Recommendation/s and Photos)

**d. SCHOLARSHIP MANAGEMENT**

- Matrix of Scholarship Grantees/Graduates for 2023 (Nominated, Authorized DENR employees)
- Matrix of Study Leave Privilege Grantees for 2023

**III. WAY FORWARD**



Republic of the Philippines  
**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City, 1100  
Trunkline (632) 929-6626; 929-6628; 929-6635; 929-4028; 929-3618  
426-0465; 426-0001; 426-0347; 426-0480; 426-0491  
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Website: <http://www.denr.gov.ph> / E-mail: [Web@denrgov.ph](mailto:Web@denrgov.ph)

**SPECIAL ORDER**  
No. 2022- 811

NOV 09 2022

**SUBJECT: AMENDING SPECIAL ORDER NO. 2019-644 ON THE  
CREATION OF THE HUMAN RESOURCE DEVELOPMENT  
COMMITTEE**

In the interest of service and in order to streamline the internal processes of the Department, the Human Resource Development Committee is hereby reconstituted, as follows:

Chairperson	:	The Assistant Secretary supervising Human Resource Development Service (HRDS)
Vice-Chairperson	:	The Director, HRDS
Members	:	The Director, Legal Affairs Service Representative, Gender and Development Representative, Employees' Union
Secretariat:		Human Resource Development Service

The HRDC shall perform the following functions:

1. Adhere to the general policy of no discrimination on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, economic, and social status or political affiliation in the implementation of learning and developmental interventions;
2. Formulate and recommend policies and guidelines on DENR's human resource development, in accordance with the existing policies, rules and regulations;
3. Approve the Annual Learning and Development (L&D) Plan that contains proposed interventions based on the results of competency assessment and performance review and discussion of the accomplished Individual Development Plans (IDPs);
4. Review and evaluate applications based on established criteria and documentary requirements, and recommend to the Secretary or his/her authorized representative the most qualified nominees;
5. Review and evaluate applications of employees recommended by the HRDC counterparts duly endorsed by the Head of Office. The HRDC shall ensure that the nominees meet the required minimum qualifications and that the scholarship grant has displayed *urgency* and *relevance in the overall mandate* of the Department;
6. Oversee the provision of award/s and/or incentive/s in the form of full scholarship grant and attendance to L&D programs, pursuant to DENR Program on Awards and Incentives for Service Excellence (PRAISE), provided that such award is approved by the Secretary and in accordance with the requirements provided in the existing scholarship policies, rules, and regulations;

7. Ensure that the available scholarship and training opportunities are posted in conspicuous places *at least thirty (30) days before the date of screening*, if applicable; and,
8. Endorse to the Secretary an annual *accomplishment report* on the HRDC meetings conducted, monitoring of DENR local and foreign scholarship grantees, and L&D interventions implemented as per the approved Annual L&D Plan.

The HRDC shall be assisted by a **Secretariat** composed of selected HRDS staff with the following functions:

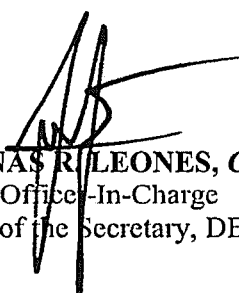
1. Disseminate invitations relative to the availment of degree and non-degree courses under local and foreign scholarships/training;
2. Prepare a notice of meeting and provide secretariat services during meetings;
3. Maintain records of Committee minutes of meetings and other documents relative to the scholarship grants and the Annual L&D Plan, and submit them to HRDC; and,
4. Prepare and submit to HRDC an annual accomplishment report on DENR local and foreign scholarship grantees and L&D interventions implemented as per the approved Annual L&D Plan, to be submitted every January 30 of the succeeding year.

Membership in the Committee shall be considered part of the member's regular duties and responsibilities.

Expenses to be incurred by the HRDC in the performance of the aforementioned functions shall be chargeable against respective offices' funds, subject to the usual accounting and auditing rules and regulations.

All other provisions stipulated in DENR Special Order No. 2019-644 shall remain the same.

This Order shall take effect immediately and supersedes all other issuances inconsistent herewith.

  
ATTY. JONAS R. LEONES, *CESO I*  
Office-In-Charge  
Office of the Secretary, DENR





Republic of the Philippines  
**Department of Environment and Natural Resources**  
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SEP 06 2019

**DENR SPECIAL ORDER**  
No. 2019 - 644

**SUBJECT : CREATION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE**

As part of the Department's compliance to the requirements of the Civil Service Commission's MC No. 3 s. 2012 - Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) to strategically align DENR employees' learning and development needs with the organizational goals and continuously develop and implement human resource development programs for its officials and employees in pursuit of performance and service excellence, the Human Resource Development Committee (HRDC) is hereby created.

The HRDC shall be composed of the following:

<b>Chairperson</b>	:	Undersecretary supervising the Human Resource Development
<b>Vice Chairperson</b>	:	Assistant Secretary supervising the Human Resource Development
<b>Members</b>	:	Assistant Secretary supervising Finance Director, Human Resource Development Service Director, Policy and Planning Service Director, Legal Affairs Service Designated Representative of the Office of the Secretary Representative, Employees' Union Representative, Gender and Development
<b>Secretariat</b>	:	Career Development Division, HRDS

The HRDC shall perform the following functions:

- 1) Adhere to the general policy of no discrimination on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, economic and social status or political affiliation in the implementation of learning and development interventions;
- 2) Formulate and recommend policies and guidelines on DENR's human resource development, in accordance with the existing policies, rules and regulations;
- 3) Approve the Annual Learning and Development (L&D) Plan that contains proposed interventions based on the results of competency assessment and performance review and discussion of the accomplished Individual Development Plans (IDPs);
- 4) Recommend to the Secretary or his/her authorized representative the most qualified nominees for L&D interventions;

- 5) Review and evaluate applications of employees recommended by the HRDC counterparts duly endorsed by the Head of Office. The HRDC shall ensure that the nominees meet the required minimum qualifications and the scholarship grant has displayed urgency and relevance in the overall mandate of the Department;
- 6) Oversee the provision of award/s and/or incentive/s in the form of full scholarship grant and attendance to L&D programs, pursuant to DENR Program on Awards and Incentives for Service Excellence (PRAISE), provided that such award is approved by the Secretary and in accordance with the requirements provided in the existing scholarship policies, rules and regulations;
- 7) Ensure that the available L&D opportunities are posted in conspicuous places at least thirty (30) days before the date of screening, if applicable; and,
- 8) Endorse to the Secretary an annual accomplishment report on the HRDC meetings conducted, monitoring of DENR local and foreign scholarship grantees, and L&D interventions implemented, as per approved Annual L&D Plan.

These functions shall apply to all permanent DENR officials and employees at the Central and Regional Offices, Bureaus and Attached Agencies who are qualified under the existing rules and regulations to avail local and foreign L&D opportunities, and deserving high school graduates who may wish to pursue undergraduate studies relevant to the Department's programs and objectives. It shall cover the following interventions and privileges:

1. Local scholarship grants (degree or non-degree courses) under the DENR Local Scholarship Program (LSP) and grants that are made available to DENR employees, including other programs which are privately sponsored; foreign scholarship, training, fellowship and other study grants offered directly to the DENR or other grants offered through TESDA, CHED, other government offices, and foreign funding institutions; and self-solicited foreign scholarship, fellowship, training and other study grants;
2. Interventions indicated in the Annual L&D Plan based on the results of competency assessment, performance review, and discussion of the accomplished IDPs; and
3. Study Leave requests in preparation for the bar/board examinations and completion of Master's Degree.

The **HRDC** shall be assisted by a **Secretariat** composed of selected HRDS Staff with the following functions:

- 1) Disseminate invitations relative to the availment of degree and non-degree courses under local and foreign scholarships/trainings;
- 2) Prepare notice of meeting and provide secretariat services during meetings;
- 3) Maintain records of Committee minutes of meeting and other documents relative to the scholarship grants and the Annual L&D Plan, and submit to HRDC; and,
- 4) Prepare and submit to HRDC an annual accomplishment report on DENR local and foreign scholarship grantees and L&D interventions implemented as per approved Annual L&D Plan, to be submitted every January 30 of the succeeding year.

All **Regional Offices, Line and Staff Bureaus** shall create their HRDC counterparts preferably composed of the following:

<b>Chairperson</b>	:	Assistant Regional Director for Management Services or Assistant Bureau Director
<b>Vice-Chairperson</b>	:	Division supervising HR/or duly authorized Division Chief
<b>Members</b>	:	Chief, Human Resource Development Section Chief, Personnel Section Representative, Employees' Union/Association Representative, Gender and Development
<b>Secretariat</b>	:	Preferably HR/Personnel Section Staff

The **HRDC** counterparts in the Regional Offices, Line and Staff Bureaus shall:

- 1) Ensure that the policies and guidelines on DENR's human resource development are implemented;
- 2) Recommend to respective Heads of Office the approval of their Annual L&D Plan based on the results of competency assessment and performance review and discussion of the accomplished Individual Development Plans;
- 3) Pre-screen applications of employees and recommend to the Head of Office the most qualified nominees. The Head of Office shall endorse pre-screened applications to the HRDC with complete documents;
- 4) Ensure that the available scholarship and training opportunities are disseminated at least thirty (30) days before the date of screening, if applicable; and
- 5) Submit to HRDC an annual accomplishment report on HRDC meetings conducted, an updated list of employees who availed the local and foreign scholarships, and L&D interventions implemented as per approved Annual L&D Plan, to be submitted every January 15 of the succeeding year.

The HRDC shall assume all the functions of the DENR Scholarship Committee and other HRD-related concerns. The Heads of Attached Agencies may continue or adopt similar composition and functions of their respective HRDC as deemed appropriate.

All Regional Offices, Bureaus and Attached Agencies shall furnish the HRDC in the Central Office a copy of their Special Orders creating their respective committees.

Expenses to be incurred by the HRDC in the performance of the aforementioned functions shall be chargeable against respective offices' funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately and supersedes all other issuances that are inconsistent herewith.

  
**ROY A. CIMATU**  
Secretary

