



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

**FROM :** THE ASSISTANT SECRETARY  
Human Resources, Strategic Communication and Sectoral Initiatives

**SUBJECT :** VACANCIES MONITORING SHEET

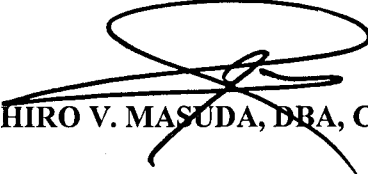
**DATE :** 08 March 2024

In line with our ongoing efforts to accelerate our recruitment process and closely monitor the status filling of vacancies to ensure an efficient workforce, this Office is implementing a monthly monitoring of vacant positions across the Department. To this end, we request that you submit a **monthly** report identifying the following details:

1. Number of vacancies in your Office as of December 31, 2023
2. Number of vacancies in your Office by the last day of each month in 2024, per position level and reason of vacancy
3. Number of appointments issued each month, per nature of appointment
4. Number of employees (excluding CTI) separated from your Office each month

Please submit the abovementioned details using the attached form (an electronic copy shall be provided through your HR reports focal person). Please submit your monthly reports to this Office, through the Personnel Division, **on or before the 10<sup>th</sup> day of each succeeding month**. Your monitoring sheets shall also be part of and shall be validated against the monthly HR reports.

Your attention on this matter is requested.

  
HIRO V. MASUDA, DBA, CESO III

MEMO NO. 2024-240

Vacancies and Appointments Issued Monitoring Matrix

Region/Bureau/Attached Agency:

No. of Vacancies as of December 31, 2023:

Month(2024)	No. of Vacancies as of Last day of the Month															No. of Appointments Issued							No. of separated employees				
	Breakdown per Position Level			Breakdown per Reason for Vacancy												Reduces vacancies			Creates Residual Vacancies					Total			
	First Level	Second Level	Total	Death	Dismissal	Dropping from the Rolls	Invalidated Appointment	Newly-created	Promotion/Transfer (within the Region/Bureau/AA)	Promotion/Transfer (to another Region/Bureau/AA)	Promotion/Transfer (to another agency)	Resignation	Retirement (compulsary)	Retirement (optional)	Termination of Appointment	Total	Original (not from COS)	Original (from COS in the Region/Bureau/AA)	Promotion/Transfer (from outside the Region/AA/Bureau/DENR)	Reemployment	Demotion	Promotion/Lateral Movement (within Region/AA/Bureau)			Reappointment	Reclassification	Reemployment
January	80	145	225	6	0	4	0	9	113	9	18	28	19	17	2	225	3	0	0	0	3	0	0	0	0	6	6
February																											
March																											
April																											
May																											
June																											
July																											
August																											
September																											
October																											
November																											
December																											

Prepared by:

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Reviewed by:

Regional Executive Director/ Bureau Director/Head of Attached Agency