



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



MEMORANDUM

FOR : All Division Chiefs
DENR Central Office

FROM : The OIC Director
Human Resource Development Service

SUBJECT : CONDUCT OF COACHING FOR PEAK PERFORMANCE

DATE : APR 18 2024

The Human Resource Development Service, through the Training and Development Division, will conduct the leadership training program, Coaching for Peak Performance, on 22-24 May 2024 in Region III.

This training program aims to equip the DENR supervisors with the tools and competencies to foster a positive, and collaborative work environment that drives focused employee development and high performance across all offices. In addition, the learners are expected to submit their respective coaching plans in compliance with DENR Memorandum No. 2020-182, dated 21 February 2020, Guidelines on the Preparation of Coaching Plan and Coaching Form for All DENR Employees.

Relatively, kindly inform your duly endorsed learners (please see attached) of the new schedule as it was originally scheduled on 21-23 February 2024. For the Office not listed below, kindly endorse one learner, preferably an assistant division chief (SG 22) or a section chief (SG18) performing supervisory functions, who will attend and participate in the said program. Kindly accomplish and submit the attached Competency Development Management Form (CDMF) online through the DENR L&D Portal (bit.ly/LNDportal) on or before 24 April 2024 for the preparation of the necessary DENR Special Order.

Should you have queries, you may contact Mr. Carlo C. Fajardo of the Training and Development Division through the telephone no. 8426-38-52 or VOIP 1065.

For your information and consideration.

M. M. Marcello
MIRIAM M. MARCELO

MEMO NO. 2024 - 344

Visayas Avenue, Diliman, Quezon City 1100, Philippines
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LIST OF DULY ENDORSED LEARNERS OF COACHING FOR PEAK PERFORMANCE

	NAME	OFFICE
1.	Mangubos, Ramil C.	AS - Records Management Division
2.	Estipona, Guillermo Jr. V.	AS - General Service Division
3.	Ibias, Dianne G.	AS - Property and Supply Management Division
4.	Silva, Liz C.	CCS - Climate Change Mainstreaming and Integration Division
5.	Castro, Francis Jan V.	FMS - Accounting Division
6.	Saroca, Lilia P.	FMS - Budget Division
7.	Maglente, Valerie P.	FMS - Management Division
8.	Romena, Maritess P.	FASPS - Project Monitoring and Evaluation Division
9.	Inocencio, Israel Helios S.	FASPS - Project Management Division
10.	Toledo, Memorie Jinggy F.	HRDS - Personnel Division
11.	Fernando, Thom Cedrick Q.	IAS - Operations Audit Division
12.	San Jose, Queen Sroges Rochelle S.	IAS - Management Audit Division
13.	Segovia, Dennis Guy M.	KISS - Information System Division
14.	Angeles, Klarisse C.	KISS - Information System Division
15.	Estefanio, Enielbert E.	KISS - Network Infrastructure Management Division
17.	Bati-on, Roja Guia S.	KISS - Statistics and Data Resource Management Division
18.	Reginio, Arvin R.	KISS - Statistics and Data Resource Management Division
19.	Dones, Paulo Enrico M.	LAS - Investigation and Arbitration Division
20.	Rene II, Orallo C.	LAS - Litigation and Prosecution Division
21.	Gonzales, Paolo B.	LAS - Legal Crisis Prevention and Management Division
22.	Jamil, Mahyuddin S.	PPS - Program Monitoring and Evaluation Division
23.	Bautista, Joseph C.	SCIS - Stakeholders Management and Conflict Resolution Division
24.	Tindoc, Dexter M.	SMOTO - Career Development Division



Department of Environment and Natural Resources
Human Resource Development Service
COMPETENCY DEVELOPMENT MANAGEMENT FORM



PART I. LEARNER'S PROFILE				
NAME:				
SURNAME		FIRST NAME		MIDDLE INITIAL
POSITION/ DESIGNATION:		SALARY GRADE:		DIVISION/ OFFICE:
BIRTHDATE:	SEX:	CIVIL STATUS:		RELIGION:
CONTACT NO.:		E-MAIL:		
FOOD RESTRICTIONS AND/OR SPECIAL NEEDS:				
ACTUAL DUTIES AND RESPONSIBILITIES:				
PART II. INTERVENTION <i>(To be accomplished BEFORE the attendance of the learner)</i>				
TITLE OF INTERVENTION:				
COACHING FOR PEAK PERFORMANCE				
TARGET COMPETENCY/IES: <small>(Please refer to the DENR Competency-Based System Manual)</small>		LC3 PEOPLE DEVELOPMENT and LC4 PEOPLE PERFORMANCE MANAGEMENT		
LEARNING OBJECTIVES:		To equip the learners, who are DENR Central Office Section Chiefs and Assistant Division Chiefs holding SG18-SG22, with the necessary coaching competencies to drive performance of the employees toward excellent public service delivery and to orient them with the DENR Guidelines on the Preparation of Coaching Plan and Coaching Form		
DATE:	22-24 March 2024	VENUE:	REGION III	NO. OF HOURS: 24
<p>HRDS strictly upholds data privacy pursuant to the laws and rules governing the Data Privacy Act of 2012 in the Philippines. It is understood that the use of the personal information gathered in this form shall be limited only to the purpose of getting the learner's profile and shall neither be utilized for other purposes nor be accessible by other unauthorized individuals.</p> <p>By continuing and participating, you consent and authorize HRDS in the collection, lawful use, and disclosure of your personal information including your photos taken during the conduct of the event for documentation and report writing.</p>		<p>I hereby endorse the participation of the above-mentioned personnel at the learning event stated in this form. I understand that this intervention is designed for the professional development of my staff which can contribute to the better performance of this Office. Hence, he/she shall be free from official duties during his/her attendance. Moreover, this Office certifies that his/her attendance will not hamper the delivery of service by this office.</p>		
CONFORME		ENDORSED BY:		
_____ Employee's Signature		_____ Division Chief/Office Head's Signature Over Printed Name		

Please submit a scanned copy of the first page (Part I and Part II) of this form to bit.ly/LNDportal using this file name format: **CDMF1_2023_COACHING FOR PEAK PERFORMANCE_SURNAME OF LEARNER e.g. CDMF1_COACHING FOR PEAK PERFORMANCE_FAJARDO.**