



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



**MEMORANDUM**

**FOR** : **ALL STAFF BUREAU DIRECTORS**

**ATTN** : Participants of the Training of Trainers on the DENR Biometric Devices and the Online Leave Management System (Batch 1)

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

**SUBJECT** : **AMENDMENT TO THE SCHEDULE OF TRAINING OF TRAINORS (TOT) ON THE DENR BIOMETRIC DEVICES AND THE ONLINE LEAVE MANAGEMENT SYSTEM (OLMS) BATCH 1**

**DATE** : 18 April 2024

In relation to upcoming TOT on the DENR Biometric Devices and the Online OLMS, as authorized through Special Order No. 2024-170-B, please be advised that upon request of our system provider, the batch to be attended by participants from the Staff Bureaus, initially scheduled on May 22-25, 2024, shall be moved to **June 4-6, 2024**. The batch will run for three (3) days instead of four (4).

For your information and guidance.

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

MEMO NO. 2024 - 352