



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



**MEMORANDUM**

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

ATTENTION : **The Chiefs**  
Administrative Division  
Personnel and HRD Section/Unit

FROM : **The Director**  
Strategy Management and Organizational Transformation Office  
(SMOTO)

SUBJECT : **SUBMISSION OF SUCCESSION BENCH FOR FY 2024 AND 2025**

DATE : **MAY 24 2024**

In line with the approved CY 2024-2028 Strategic Management Program System (SPMS) Indicators dated 25 March 2024, we would like to remind your office on the timelines of submission of the following, addressed to SMOTO:

ACTIVITIES	DATE
Approved succession bench for 100% of anticipated vacant key positions (SG 18-26) for FY 2024 based on the prescribed format	End of June 2024
Approved succession bench for 100% of anticipated vacant key positions (SG 18-26) for FY 2025 based on the prescribed format	End of December 2024

Reference materials such as the Excel file that automatically computes for the weight distribution of the minimum qualifications and competency assessment results can be accessed through this link <https://tinyurl.com/DENRSPMAT2024>. We also request your office to include in your submission the following bench strength information:

1. Summary of identified successors per office, based on anticipated vacant key positions (SG 18-26) in FY 2024 and 2025; and
2. Summary of identified successors per readiness level;

Please note that the position of employees who have expressed their intention for early retirement shall not be included in the submission. However, it is advised that the succession bench be prepared for the soon-to-be vacant positions to ensure that there will be an available pool of qualified candidates upon separation of the incumbent/s, and to ensure continuity in the effective implementation of the DENR's mandate. MGB and EMB Regional Offices shall submit the aforementioned requirements to their respective Central Office, for consolidation, prior to its submission to the DENR Central Office through SMOTO.

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In addition, you may now start documenting the metrics which will be needed to accomplish the succession management progress scorecard to be submitted in FY 2025.

Should you have any queries/clarifications, or need technical assistance regarding the abovementioned, please contact the Career Development Division-SMOTO through Mr. Claro M. Aquino and Ms. Pamella B. Omampo at tel.no. (02) 8927-9107 or email [hrds.cdd@denr.gov.ph](mailto:hrds.cdd@denr.gov.ph).

For information and compliance.



**RUBEN B. CANDELARIO**



Program/Project/Activity (P/A/P)	Performance Measures	Organization Accountable	MOVs	Scope of Coverage	Dimensions to Measure	Remarks
	70% of vacant positions as of 31 December of the previous year in the first and second level positions filled up	HRDS	Report Appointment Issued (RAI)	Merit Selection and Promotion Plan based on Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA)	Quantity and Timeliness	
	80% of vacant positions as of 31 December of the previous year in the second level filled up	Staff Bureaus and Regional Offices	Report Appointment Issued (RAI)	Merit Selection and Promotion Plan based on Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA); based on HR statistics as of December 31, 2022 Filled & Unfilled Plantilla Positions by DENR- Personnel Division	Quantity and Timeliness	
	100% of Certification of Leave Credits issued to all employees 7 working days after each semester	HRDS, Staff Bureaus, and Regional Offices	Leave credits certification	All leave credits certificate issued to all employees each semester	Quality and Timeliness	January to June of the current year - issued after 7 working days July to December of the current year - issued after 7 working days
	Number of OPCR commitment of the current year based on approved SPMS guidelines submitted to Director for Policy and Planning Service by end of March of the current year	Central Office (All Offices), Bureaus, Attached Agencies and Regional Offices	receiving copy of OPCR submitted to PPD	Annual	Quality and Timeliness	PENRO submitted to PMD Region; CENRO- submitted to Planning Section, MSD
	100% of DPCRs commitment based on the approved OPCR submitted to Director concerned on April 15 of the current year	Central Office (All Offices), Staff Bureaus, and Regional Offices	receiving copy of DPCR to Director concerned	Annual	Quality and Timeliness	PENRO submitted to Admin division Regional Office
	100% of IPCRs commitment based on the approved DPCR submitted to the Personnel Division/Unit by end of April of the current year	Central Office (All Offices), Staff Bureaus, and Regional Offices	receiving copy of IPCR to Personnel Division	Annual	Quality and Timeliness	PENRO submitted to Admin Division Regional Office; CENRO- submitted to Admin and Finance Section Section, MSD

Program/Project/Activity (P/A/P)	Performance Measures	Organization Accountable	MOVs	Scope of Coverage	Dimensions to Measure	Remarks
	No. of training programs conducted based on L & D Plan by the end of December current year with End of Learning Report submitted to USEC supervising HRDS fifteen (15) days after every learning event.	HRDS	No. of training reports	Training programs of the current year	Quantity and Timeliness	
	Number of semi annual L & D accomplishment matrix based on the approved L&D Plan submitted to Usec Supervising HRDS on 2nd Friday of July 2024 and January 2025	Bureaus and Regional Offices	Matrix of L&D Accomplishment	Semi-annual Matrix of L&D Plan Implementation on 12th of July 2024 and 10th of January 2025	Quality and Timeliness	FY 2024 to be consolidated by HRDS TDD to be submitted on the 2nd Friday of July 2024 and 10th of January 2025.
	100% permanent employees attended/participated in the L&D intervention provided by HRDS and other organizations for the year	Central Office (All Offices), Bureaus, and Regional Offices	Central Office - Summary of Employees with L&D Interventions  For Bureaus and Regional Offices - Summary reports submitted to HRDS via E-mail  Reports submitted 15 days after the intervention	FY 2024 L&D intervention	Quantity and Timeliness	For CO to be consolidated by HRD TDD for RO/Bureaus to be consolidated by RO-HR section
	80% of learners of the 5 training programs monitored and evaluated (level 3 - application evaluation) based on the prescribed period stipulated in the Memorandum No. 2021 - 469	HRDS, Bureaus, and Regional Offices	M&E report	FY 2023 - 2024 L&D intervention	Quantity and Timeliness	Consolidated M&E Report to be submitted to DENR Central Office on the 2nd Friday of January of the following year
Submission of IDP of 100% of permanent employees	Consolidated 100% approved IDP of permanent employees based on the prescribed format submitted to HRDS Director by the end of September 2025	HRDS-TDD, Bureaus, and Regional Offices	Consolidated report; Proof of Submission	FY 2023-2025	Quality and Timeliness	FY 2026-2028, Submission of IDP on 3rd quarter of 2025  No submission for 2024
Submission of Succession Bench for 100% anticipated vacant key positions (SG 18-26)	Approved succession bench for 100% of anticipated vacant key positions (SG 18-26) for FY 2024 based on the prescribed format submitted to Supervising Director of CDD by the end of June 2024	SMOTO-CDD, Bureaus, and Regional Offices	Endorsement memorandum to Supervising Director of CDD	FY 2024	Quality and Timeliness	

Program/Project/Activity (P/A/P)	Performance Measures	Organization Accountable	MOVs	Scope of Coverage	Dimensions to Measure	Remarks
	Consolidated approved succession bench for 100% of anticipated vacant key positions (SG 18-26) for FY 2024 based on the prescribed format submitted to Undersecretary for OTHR by the end of September 2024	CDD- SMOTO/HRDS	Endorsement Memorandum to Undersecretary for OTHR	FY 2024	Quality and Timeliness	
	Approved succession bench for 100% of anticipated vacant key positions (SG 18-26) for FY 2025 based on the prescribed format submitted to Supervising Director of CDD by the end of December 2024	SMOTO-CDD, Bureaus, and Regional Office	Endorsement memorandum to Supervising Director of CDD	FY 2025	Quality and Timeliness	Submission of Regional Offices and Bureaus - end of December of the current year  Endorsement memorandum approved by the Head of Office
	Consolidated approved succession bench for 100% of anticipated vacant key positions (SG 18-26) for FY 2025 based on the prescribed format submitted to Undersecretary for OTHR by the end of March 2025	CDD- SMOTO/HRDS	Endorsement Memorandum to Undersecretary for OTHR	FY 2025	Quality and Timeliness	
	100% submission of approved Succession Plan Progress Scorecard by the end of December of the current year	SMOTO-CDD, Bureaus, and Regional Offices	Endorsement memorandum to Supervising Director of CDD	succeeding year	Quality and Timeliness	To be conducted upon approval of the Succession Management Guidelines
Formulation of Annual HRDC Report	100% of Annual HRDC Report submitted to HRDS-CO based on the format/requirements and timeline pursuant to Special Order No. 2019-644 as amended Special Order No. 2022-811	SMOTO-CDD, Bureaus, and Regional Offices	Annual HRDC Report	FY 2024	Quality and Timeliness	Regional Office and Bureaus Deadline - based on SO No. 2019-644 Central Office Deadline - based on SO No. 2022-811
Internal Audit	Number of Audits conducted with report submitted to the Secretary within 45 working days after receipt of the Audit Finding Sheet accomplished by the auditees, in accordance with the Revised Philippine Government Internal Audit Manual (PGIAM), IAS Manual of Procedures, and IAS Strategic Plan	IAS	Audit report with action document/s and audit finding sheets (AFS) per audit engagement  Memo transmittal of AFS from Auditees to IAS	Audit Reporting (Per Central Office/ Bureau/Region) - 45 working days after receipt of the Audit Finding Sheet accomplished by the auditees	Quality and Timeliness	

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Program/Project/Activity (PIA/P)	Performance Measures	Organization Accountable	MOVs	Scope of Coverage	Dimensions to Measure	Remarks
	100% compliance/full implementation of Internal Audit recommendations within six (6) months from the receipt of memorandum from the Secretary/Undersecretary	All Audited Offices of the DENR	Accomplished Action Plan and Status of Implementation Audit Recommendations (APSIAR) with corresponding supporting documents submitted to IAS  <u>Ratings per audited office</u>	All recommendations stated in the APSIAR	Quality and Timeliness	Applicable for those office/s audited  IAS to submit ratings on the compliance of the audited office to PMED, list of audited office
Actions on Documents/ Requests	100% documents acted upon with minor revision 7 working days for simple documents	Central Office (All Offices), Staff Bureaus, and Regional Offices	Based on Document Tracking System, Logbook  Based on WFP as simple or complex documents	100% of the received documents	Quality and Timeliness	for services enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed
	100% documents acted upon with minor revision 15 working days for complex documents upon receipt	Central Office (All Offices), Staff Bureaus, and Regional Offices	Based on Document Tracking System, Logbook  Based on WFP as simple or complex documents	100% of the received documents	Quality and Timeliness	for services enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed
Attendance to Meetings/ Workshops/ Conferences	100% of meetings/ workshops/ conferences with reports submitted 7 days after attendance in local (inter-agency) meetings/ workshops/ conferences	Central Office (All Offices), Staff Bureaus, and Regional Offices	Report, Matrix of Workshop and Conference, S.O. and Notice of meeting	Meetings attended by Head of office or meetings of head of office delegated/represented to staff	Quality and Timeliness	
	100% of meetings/ workshops/ conferences with reports submitted 30 days in foreign meetings/ workshops/ conferences	Central Office (All Offices), Staff Bureaus, and Regional Offices	Report, Matrix of Workshop and Conference, S.O. and Notice of meeting	Meetings attended by Head of office or meetings of head of office delegated/represented to staff	Quality and Timeliness	