



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



MEMORANDUM

TO : The Regional Executive Directors
DENR Regions 1-13, CAR & NCR

The Bureau Directors
EMB, MGB, FMB, LMB, BMB & ERDB

FROM : The Undersecretary
Organizational Transformation and Human Resources

SUBJECT : CONDUCT OF CIVIL SERVICE EXAMINATION REVIEW FOR
CONTRACT OF SERVICE (COS) AND JOB ORDER (JO)
WORKERS

DATE : MAY 31 2024

This pertains to Presidential Directive No. PBBM-2024-953 issued by the Executive Secretary, which instructs all heads of departments and agencies to conduct Civil Service Examination review sessions for Contract of Service (COS) and Job Order (JO) workers. The directive mandates all national government agencies to implement programs, such as review sessions, to assist their respective COS and JO workers in passing the Civil Service Examination.

In compliance with this directive, we request your office to plan, initiate, and implement strategies including, but not limited to, review sessions, classes, and capacity-building activities. These efforts are aimed at preparing COS and JO workers and enhancing their chances of success in the Civil Service Examination.

Additionally, please submit a status report on these initiatives by completing the attached forms and sending them to the HRDS-Training and Development Division at hrds-tdd@denr.gov.ph on or before 31 May 2024.

Further, we request your office to submit Quarterly Accomplishments on the implementation of your proposed strategies to support the COS and JO workers at the email address mentioned above.

For information and compliance.

MEMO NO. 2024 - 498


AUGUSTO D. DELA PEÑA



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A. STATUS OF CONTRACT OF SERVICE (COS) WORKERS

OFFICE	2022		2023		2024	
	No. of COS	No. of COS who passed the CSE and obtained a plantilla position	No. of COS	No. of COS who passed the CSE and obtained a plantilla position	No. of COS	No. of COS who passed the CSE and obtained a plantilla position
<i>Example:</i>						
Regional Office XIV	10	5	15	10	20	20
PENRO ABC	5	3	8	5	10	9
Land Management Bureau	15	10	20	15	25	25

*PENR Offices shall cover the data of the CENR Offices.

B. ACTIVITIES CONDUCTED TO SUPPORT THE CONTRACT OF SERVICE (COS) WORKERS (FY 2022-2023)

ACTIVITY	ACTIVITY DESCRIPTION	DATE CONDUCTED	NUMBER OF ATTENDEES	OUTPUT
<i>Example:</i>				
Disaster Preparedness and Response Training	This training program is designed to equip DENR contract of service workers with the essential knowledge and skills needed to effectively prepare for and respond to environmental disasters. The focus will be on understanding various environmental hazards, risk assessment, disaster risk reduction strategies, and emergency response protocols.	03-05 April 2023	25	Disaster Preparedness and Response Plan Mock Drill Report

B. PROPOSE STRATEGIES TO SUPPORT THE CONTRACT OF SERVICE (COS) EMPLOYEES (FY 2024)

ACTIVITY	SCHEDULE	RESPONSIBLE OFFICE/INDIVIDUAL	REMARKS
<i>Example:</i> 1. Review Sessions	27 May - 20 June 2024	HRDS - Training and Development Division	<i>Provide brief summary of the activity.</i> The review sessions will be conducted at the DENR Social Hall, attended by fifty (50) COS workers from the DENR Central Office. Competent speakers from various offices within the department will be invited to share their expertise on a range of topics and provided exercises to assess the participants' learning. Additionally, some officials will be invited to express their messages of support to the COS who will soon take their civil service examination.

Prepared by:

Chief Administrative Officer

Noted by:

Assistant Regional Director for Management Services