



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



**MEMORANDUM**

**FOR : The Regional Executive Directors  
NCR, Region III, CALABARZON, and MIMAROPA**

**The Bureau Directors  
MGB, BMB, ERDB, FMB, and LMB**

**FROM : The OIC Director  
Human Resource Development Service**

**SUBJECT : SKILLS ENHANCEMENT TRAINING SERIES FOR  
LIAISON AND CONFERENCE OFFICERS BATCH 2 FOR  
THE 2024 ASIA PACIFIC MINISTERIAL CONFERENCE ON  
DISASTER RISK REDUCTION (APMCDRR)**

**DATE : JUN 10 2024**

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In line with the preparation for the Philippine hosting of the 2024 Asia Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR) led by the DENR, the 2024 APMCDRR Secretariat, chaired by the Department, will conduct the 2nd Batch of Skills Enhancement Training through the Human Resource Development Service (HRDS) Training and Development Division on the following schedule:

<b>Activity</b>	<b>Dates</b>
Phase 1 Protocol Service	25-26 June 2024
Phase 2 Security Training	04 July 2024
Phase 2 Filipino Brand of Service Excellence	24 July 2024

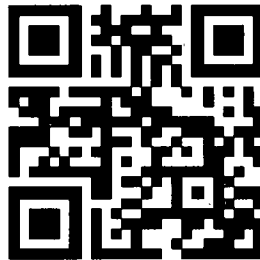
The activity aims to organize and enhance the skills of the DENR's pool of liaison and conference officers, who will be mobilized to cater the needs of guests and attendees during the said event. This training ensures that the protocol officers instills confidence to navigate diverse cultural contexts and build rapport with dignitaries and stakeholders which will eventually contribute to the overall success of the 2024 APMCDRR.

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In this regard, we are requesting your assistance in identifying and nominating qualified candidates (with 6 principals and 2 alternates) using the following criteria:

1. Willing to be of service to others to promote national interest;
2. Mature, self-confident and self-sufficient;
3. Humble enough to follow instructions;
4. Brave enough to take initiative when challenges arise and report the same to his/her supervisor;
5. Resilient, able to solve problems on the ground;
6. Physically fit (no pre-existing medical conditions);
7. Able to work off-hours and extended hours; and
8. Preferably with prior relevant experience, if any.

Kindly request the selected employees to complete and submit the attached Competency Development Management Form (CDMF) online through the DENR L&D Portal ([bit.ly/LNDportal](https://bit.ly/LNDportal)) on or before **13 June 2024** for the preparation of the necessary DENR Special Order.



<https://tinyurl.com/mrxh37r8>

For any related queries, contact Mr. Carlo C. Fajardo or Ms. Arlene A. Amores of the Training and Development Division at (02) 8426-3852.

For your information and appropriate action.

*M. M. M.*  
**MIRIAM M. MARCELO**



**ASIA-PACIFIC MINISTERIAL CONFERENCE  
ON DISASTER RISK REDUCTION**

**PHILIPPINES  
2024**

**REGISTRATION AND PROTOCOL COMMITTEE  
ADVISORY NO. 3**

**FOR/TO: ASSISTANT SECRETARY ROMELL ANTONIO O. CUENCA**  
Climate Change Commission (CCC)

**ASSISTANT SECRETARY HIRO MASUDA, DBA, CESO III**  
Department of Environment and Natural Resources (DENR)

**DIRECTOR JOE-MAR PEREZ**  
Department of Environment and Natural Resources (DENR)

**OIC DIRECTOR MIRIAM MARCELO**  
Department of Environment and Natural Resources (DENR)

**WILSON HENSON**  
Department of Environment and Natural Resources (DENR)

**DIRECTOR JOSE HARRY BARBER**  
Office of Civil Defense (OCD)

**DIRECTOR SHARLENE ZABALA-BATIN**  
Department of Tourism (DOT)

**PMGEN RONALD LEE**  
Philippine National Police (PNP)

**SUBJECT: UPDATED SCHEDULES FOR THE SKILLS ENHANCEMENT  
TRAINING SERIES FOR LIAISON AND CONFERENCE OFFICERS  
FOR THE 2024 APMCDRR**

With reference to the agreements during the Registration and Protocol Committee Meeting last 26 March 2024, part of the preparations for the 2024 Asia-Pacific Ministerial Conference on Disaster Risk Reduction (AMPCDRR) will be the conduct of training series for Liaison and Conference Officers. Specifically, Liaison Officers are in charge of providing direct support and liaising services to cater to the administrative and logistical requirements and needs of the Ministers, Heads of Delegation and delegates during their stay for the APMCDRR. Conference Officers, on the other hand, are in charge of managing and maintaining the logistics and operations of the conference venues to provide direct assistance to the attending delegates.

In this regard, below are the updated schedules for the **Skills Enhancement Training Series for Liaison and Conference Officers** for information and reference:

PARTICIPANTS	HOST AGENCY	PHASE 1	PHASE 2	
			SECURITY TRAINING BY PNP	FILIPINO BRAND OF SERVICE EXCELLENCE BY DOT
DENR (Batch 1)	DENR	Completed on 18-19 March 2024	3 July 2024	23 July 2024
DENR (Batch 2)	DENR	25-26 June 2024	4 July 2024	24 July 2024
OCD (Batch 1)	OCD	13-14 June 2024	10 July 2024	25 July 2024
OCD (Batch 2) CCC	OCD	18-19 June 2024	11 July 2024	26 July 2024

In view of the updated schedules, the agencies concerned are requested to update the names of training participants who will join as Liaison and Conference Officers by accomplishing the online registration form not later than 10 May 2024:

<https://tinyurl.com/apmcdrrtraining>

The recommended breakdown of assignments as Liaison and Conference Officers is as follows:

	LIAISON OFFICERS	CONFERENCE OFFICERS
DENR (Batch 1)	28	28
DENR (Batch 2)	30	30
CCC	-	14
OCD (Batch 1)	30	30
OCD (Batch 2)	-	46
<b>TOTAL</b>	<b>88</b>	<b>148</b>

It should be emphasized the participants who will join the Phase 1 will also be the same attendees for Phase 2. Further, the assigned host agencies shall provide the meals, venue and audio-visual equipment.

The recommended criteria for the selection of participants to the training are as follows:

1. Willing to be of service to others to promote national interest;
2. Mature, self-confident and self-sufficient;
3. Humble enough to follow instructions;
4. Brave enough to take initiatives when challenges arise and to report the same to his/her supervisor;
5. Resilient; able to solve problems on the ground;
6. Physically fit (no pre-existing medical conditions);
7. Able to work off-hours / extended hours; and
8. With prior experience, if any.

For further coordination or other questions, please contact the APMCDRR Secretariat at [apmcdrr2024@denr.gov.ph](mailto:apmcdrr2024@denr.gov.ph)

For consideration.



MARILOU G. ERNI

Undersecretary and Chief of Staff, DENR and  
Supervising Undersecretary, APMCDRR Secretariat