



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



MEMORANDUM

**FOR/TO : All Regional Executive Directors, Bureau Directors
and Heads of Attached Agencies**

**ATTN : Chief Administrative Officer and HRM Officers
Administrative Division/Personnel Section/Unit**

**FROM : The Assistant Secretary
Human Resources, Strategic Communication and Sectoral Initiatives**

**SUBJECT : SUBMISSION OF SUMMARY OF PERSONNEL COMPLEMENT
AND UPDATED DIRECTORY OF OFFICIALS AND
PERSONNEL HOLDING KEY POSITIONS AS OF JUNE 30, 2024**

DATE : 28 June 2024

This pertains to the letter from the Office of the Undersecretary for Finance, Information Systems and Climate requiring the submission of budgetary requirements relative to the review of the Department's FY 2025 proposed budget. Part of the requirements are the Summary of Personnel Complement (Form D) and updated directory of officials and personnel holding key positions as of 30 June 2024.

In view of the above, you are hereby requested to accomplish the attached form and email the same to denrcohrstat2020@gmail.com not later than **03 July 2024 12:00 PM**.

For compliance.


HIRO V. MASUDA, DBA, CESO III

MEMO NO. 2024 - 579

**Summary of Manpower Complement
FY 2023, 2024 and 2025**

Department:

Agency:

Positions	FY 2023 (As of December 31)			FY 2024 (As of June 30)			FY 2025 (Basis for the Proposed Budget)		
	Authorized	Filled	Unfilled	Authorized	Filled	Unfilled	Authorized	Filled	Unfilled
Permanent									
Key Positions									
Other Positions									
Administrative									
Support to technical									
Technical									
Co-terminus to the incumbent									
Administrative									
Support to technical									
Technical									
Military/Uniformed Personnel									
<i>Total No. of Permanent Personnel</i>									

Non-Permanent

Casual

Contractual PS

Total No. of Non-Permanent Personnel

Contract of Service

Job-order

**Total No. of Personnel whose salaries
are charged to MOOE**

Total Manpower Complement

*(Filled Permanent + Non-Permanent personnel whose
salaries are charged to PS/MOOE)*

Prepared by:

Approved by:

(Designation)

(Designation)