



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



MEMORANDUM

FOR : All Regional Executive Directors

FROM : The OIC Director
Human Resource Development Service

SUBJECT : ENR ACADEMY TRAINING OF TRAINERS ON
COMMUNITY ORGANIZING FOR COMMUNITY
DEVELOPMENT

DATE : JUL 05 2024

The Human Resource Development Service (HRDS), through the Training and Development Division (TDD) and in partnership with Forest Management Bureau (FMB), will conduct a Training of Trainers on Community Organizing for Community Development on 02 to 13 September 2024, at the ENR Academy, Carranglan, Nueva Ecija. This training aims to equip participants with the knowledge, skills, and appreciation necessary to effectively conduct community organizing learning interventions for Community-Based Forest Management (CBFM) communities. Further, participants will gain the ability to facilitate and cascade training related to community development to their respective regional offices.

Related to this, we would like to request you to nominate one (1) principal and one (1) alternate participant from your office with the following qualifications:

- ✓ Has a background in conducting trainings and/or community engagement activities;
- ✓ Holds a permanent/plantilla position in the Human Resource Development Section; and
- ✓ Physically fit to undergo training

Kindly accomplish the attached Competency Development and Management Form (CDMF) and send it to enracademy@denr.gov.ph together with the learners' Individual Development Plan (IDP) on or before Tuesday, 09 July 2024.

Should you have questions and clarifications, you may contact Ms. Jesah Lou Cabañero at VOIP No. 1065 or through email at enracademy@denr.gov.ph.

For information and consideration.


MIRIAM M. MARCELO

MEMO NO. 2024 - 589



Department of Environment and Natural Resources
Human Resource Development Service
COMPETENCY DEVELOPMENT MANAGEMENT FORM

PART I. LEARNER'S PROFILE			
NAME OF LEARNER:			
	SURNAME	FIRST NAME	MIDDLE INITIAL
POSITION/ DESIGNATION:	SALARY GRADE:	DIVISION/ OFFICE:	
BIRTHDATE:	SEX:	CIVIL STATUS:	RELIGION
CONTACT NO.:	E-MAIL:	PROFESSION:	
FOOD RESTRICTIONS AND/OR SPECIAL NEEDS:			
ACTUAL DUTIES AND RESPONSIBILITIES:			
PART II. INTERVENTION <i>(To be accomplished BEFORE the attendance of the learner)</i>			
TITLE OF INTERVENTION:			
Training of Trainers on Community Organizing for Community Development Specialized Course			
TARGET COMPETENCY/IES: <small>(Please refer to the DENR Competency- Based System Manual)</small>			
LEARNING OBJECTIVES:			
General Objective:			
At the end of 11 days, the learners from Regions CAR to CARAGA and FMB Central Office are able to develop their knowledge, skills and appreciation in conducting Community Organizing training among CBFM communities.			
Specific Objectives:			
<ul style="list-style-type: none"> a. Verbalize the value of being a trainer for co-workers, communities and partner stakeholders. b. Through a review process and as inputs in future CO-related training programs, <ul style="list-style-type: none"> b.1 Explain important concepts in CO and CD, and b.2 Practice basic skills necessary in organizing communities b.3 identify significant CO-related topics that match with the present needs of the CBFM communities and co-workers c. Illustrate the practical uses of the diverse theories in learning. d. Develop samples of tools, design and materials in a CO-related training. e. Demonstrate skills in conducting the necessary steps and procedures in the whole training cycle. f. As Practicum, conduct training on a CO-related program or module. g. Commit to the roles of a CO (CD) trainer by developing a Personal/Group Trainer's Plan. 			
DATE:	VENUE:	NO. OF HOURS:	
HRDS strongly upholds data privacy pursuant to the laws and rules governing the Data Privacy Act of 2012 in the Philippines. This form will require some personal information. It is understood that the use of this gathered information shall be limited only to the purpose of getting the learner's profile and shall neither be utilized		I hereby endorse the participation of the above-mentioned personnel at the learning event stated in this form. I understand that this intervention is designed for the professional development of my staff which can contribute to the better performance of this Office. Hence, he/she shall be free from official duties during his/her attendance. Moreover,	



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<p>for other purposes nor be accessible by other unauthorized individuals.</p> <p>By continuing and participating, you consent and authorize HRDS in the collection, lawful use, and disclosure of your personal information including your photos taken during the conduct of the event for documentation and report writing.</p>	<p>this Office certifies that his/her attendance will not hamper the delivery of service by this office.</p>
<p>CONFORME _____ Employee's Signature</p>	<p>ENDORSED BY: _____ Division Chief/Office Head's Signature Over Printed Name</p>

Please submit a scanned copy of the first page (Part I and Part II) of this form to the official e-mail of the organizer using this file name format: CDMF1_COURSE_CLASSNAME_SURNAME e.g. CDMF1_FRONTLINECOURSE_R107MARANGAL_BORJA.