



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



MEMORANDUM

**FOR : ALL REGIONAL EXECUTIVE DIRECTORS
ALL BUREAU DIRECTORS
ALL HEADS OF ATTACHED AGENCIES**

**ATTN : THE CHIEFS
Administrative Division**

**THE CHIEFS
Personnel Section/Unit**

**FROM : THE UNDERSECRETARY
Organizational Transformation and Human Resources**

**SUBJECT : REMINDER ON THE SUBMISSION OF UPDATED PLANTILLA
AND HUMAN RESOURCE STATISTICS REPORTS**

DATE : 15 January 2024

This is a gentle reminder on the submission of your updated plantilla and other human resource statistics reports as of **December 31, 2023**.

This office no longer requires the submission of printed copies. Monthly updating shall be done electronically via **email**. The following forms (in Excel Format) must be accomplished strictly following the provided template and sent through **prsspd@denr.gov.ph**:

1. Plantilla of Personnel (please use the format provided)
2. Human Resource Statistics Report per office
3. Updated List of Appointees in 2023
4. Updated List of Employees Separated from the Office/Service in 2023
5. Updated Status Report and Action Plan on Vacant Positions
6. List of Personnel per Employment Status
 - a. Permanent
 - b. Casual
 - c. Contractual PS
 - d. Contract of Service
7. List of officials on floating status
8. Directory of Officials with picture
9. List of foresters assigned by office
10. Report on CESOs and CES Eligibles Occupying Non-CES positions

11. Number of employees by educational attainment (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
12. Number of employees by length of service (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
13. Number of employees by position level (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
14. Number of employees by age (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
15. Number of foresters per plantilla (Forest Ranger, Forest Technician I, Forest Technician II, Forester I, Forester II, Forester III)

Templates of the above-listed forms have been shared with your personnel records and statistics focal persons (list attached) via Google Sheet. The focal persons may also access the templates through the following QR code/link:



<http://tinyurl.com/2vc7bvxx>

Your immediate action will be highly appreciated.


AUGUSTO D. DELA PEÑA

Personnel Records and Statistics Focal Persons

Region/ Bureau/ Attached Agency	PRS Focal Person	Email Address/es (DENR/gmail account)
DENR Regional Offices		
NCR	Rowena C. Medalla	denrncr.manpowerreport@gmail.com
CAR	Narda A. Garcia	denrcarhrms@gmail.com
I	Ma. Rowena E. Verde	denr1adpersonnel2@gmail.com
II	Mariflor C. Tumanguil	denregion2.hrsr@gmail.com
III	Joy A. Manlapat	r3personnelsection@gmail.com
IV A	Joseph Garner F. Tana	personalta.denrcalabarzon@gmail.com
IV B	Blenda A. Hulleza; Noriel D. Maynigo	blendahulleza120275@gmail.com
V	Ma. Emily L. Bonete	denr5.hrstatistics@gmail.com
VI	Sharon J. Sombrador	phoeberish@gmail.com
		psadmin.r6@denr.gov.ph
VII	Emmelyn M. Dicdican	ade.denrpersonnel@gmail.com
VIII	Marifen O. Beniga	personnelsection2019@gmail.com
IX	Jocelyn E. Dionisio	primaryaadnr9@gmail.com
X	Esperanza M. Domingo	r10.personnel@gmail.com
XI	Shiela Mae B. Vitualla	personnelrxi@gmail.com
XII	Jessie Anne V. Dichoso	denr12personnelsection@gmail.com
XIII	Rosemarie L. Eben	juliemontalban2016@gmail.com
Bureaus		
FMB	Juhaira A. Mustapha	jmustapha@fmb.denr.gov.ph
LMB	Tessie A. Soriano	lmb.hrmu2021@gmail.com
ERDB	Marilou C. Arcillas	erdb.hrds@gmail.com
BMB	Randy C. Mabana	ranmab64@gmail.com
EMB	Karen Grace Y. Sanchez	hrstatistics2020@gmail.com
MGB	Clarice T. Abad	lms.mgbco@gmail.com
		mgbhrms@gmail.com
Attached Agencies		
PCSD	Diana Rose Sangalang	pcsd.hr@gmail.com
NAMRIA	Dominga P. Venerable	hrms@namria.gov.ph
NRDC	Hazel B. Gellamucho	personnel.nrdc@gmail.com; hgellamucho.nrdc@gmail.com
	Gina V. Varilla	giemvi.nrdc@gmail.com
LLDA	Eugene F. Miranda	ogm@llda.gov.ph
NWRB	Imelda V. Vergara	imelda.vergara@nwr.gov.ph

* Please coordinate changes in focal persons/email addresses to Ms. Michelle Regalado through VOIP
Tel. No. 1005 or email at prsspd@denr.gov.ph