



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



MEMORANDUM

FOR : All Regional Executive Directors
All Bureau Directors

ATTN : Chief, Administrative Division
Chief, Personnel Section/Units
Focal Persons, DPIS

FROM : The OIC Director
Human Resource Development Service

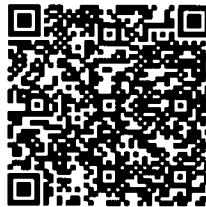
SUBJECT : **UPDATING OF THE LISTS OF FOCAL PERSONS FOR THE DENR PERSONNEL INFORMATION SYSTEM (DPIS)**

DATE : 16 July 2024

In line with our efforts to update and maintain accuracy of data encoded in the DPIS, you are hereby requested to update your respective lists of DPIS focal persons. The focal persons must include the Chief, Personnel Section/Unit and the two encoders under the Personnel Section/Unit as summarized in the table below:

Office	DPIS Focal Persons
Regional Office	Chief, Personnel Section 2 encoders, Regional Office 2 encoders, each PENR Office
MGB / EMB Central Office MGB / EMB Regional Office	Chief, Personnel Section/Unit 2 encoders
Staff Bureaus	Chief, Personnel Section/Unit or equivalent 2 encoders

The profile of the nominated focal persons must be encoded in the DPIS. We have attached a form to be used for this purpose. The template may be downloaded through the QR code below:



Please submit the accomplished form through email address prsspd@denr.gov.ph on or before 23 July 2024 (Tuesday). For related queries, you may contact us at (02) 8928-7218 of VOIP 1005 and look for Mr. Cristobal S. Valdez Jr.

For information and compliance.

M. M. Marcelo
MIRIAM M. MARCELO

MEMO NO. 2024 - 630

