



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



MEMORANDUM

FOR/TO : All DENR Officials and Employees

FROM : THE OIC DIRECTOR
Human Resource Development Service

SUBJECT : SCHEDULE OF THE REGISTRATION IN THE NEW BIOMETRIC ATTENDANCE DEVICES

DATE : JUL 22 2024

In line with the upcoming implementation of the Online Leave Management System, the Personnel Division will facilitate the registration of all Officials and employees to the new biometric attendance devices. The registration will be held on the following dates:

OFFICES	DATES
<ul style="list-style-type: none">• Administrative Service	July 25-26, 2024
<ul style="list-style-type: none">• Human Resource Development Service• Strategy Management and Organizational Transformation Office	July 29, 2024
<ul style="list-style-type: none">• Internal Audit Service• Commission on Audit• Comprehensive Agrarian Reform – National Coordinating Office• Quality Management System, Inspection and Pre-acceptance Committee• Office of the Assistant Secretary for Field Operations – Eastern Mindanao• Knowledge and Information Systems Service	July 30, 2024
<ul style="list-style-type: none">• Financial and Management Service	July 31, 2024
<ul style="list-style-type: none">• Strategic Communication and Initiatives Service• Field Operations Group• Legislative Liaison Office• Office of the Undersecretary for Special Concerns and Legislative Affairs	August 1, 2024
<ul style="list-style-type: none">• Climate Change Service• Office of the Undersecretary for Organizational Transformation and Human Resources• Office of the Undersecretary for Finance, Information Systems and Climate Change Service• Office of the Undersecretary for Policy, Planning and International Affairs• Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectorial Initiatives	August 2, 2024



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OFFICES	DATES
<ul style="list-style-type: none">• Legal Affairs Service	August 6, 2024
<ul style="list-style-type: none">• Policy and Planning Service• Office of the Undersecretary for Legal Administration• Office of the Undersecretary for Field Operations – Luzon, Visayas and Environment• Office of the Undersecretary for Integrated Environmental Science• Office of the Assistant Secretary for Quality Management• Office of the Assistant Secretary for Policy, Planning and Foreign Assistant and Special Projects	August 7, 2024
<ul style="list-style-type: none">• Office of the Secretary• Office of the Chief of Staff and Supervising Undersecretary for Strategic Communications• Office of the Undersecretary for Field Operations – Mindanao• Office of the Assistant Secretary for Legal Affairs• Office of the Assistant Secretary for International Affairs• Office of the Assistant Secretary for Field Operations – Luzon and Visayas• Manila Bay Coordinating Office• Indigenous Peoples Concerns- Mindanao and Bangsamoro Autonomous Region in Muslim Mindanao Affairs• Office of the Assistant Secretary for Field Operations – Western Mindanao	August 8, 2024
<ul style="list-style-type: none">• Foreign Assisted and Special Projects Service• River Basin Control Office• DENR Task Force	August 9, 2024

A representative from the Personnel Division will coordinate with your office regarding the registration venues.

For related queries or concerns, please contact Mr. Jayson Alconis at VOIP 1005 or visit us at the Personnel Division.

For your information and guidance.

M. M. M.
MIRIAM M. MARCELO