



Republic of the Philippines
Department of Environment and Natural Resources
Association of Career Executives (ACE)
Visayas Avenue, Diliman, Quezon City



MEMORANDUM

29 JUL 2024

TO : The Regional Executive Directors
DENR - NCR, III, CALABARZON, MIMAROPA

From : The Undersecretary
Finance, Information Systems and Climate Change and
President, DENR-Association of Career Executives (ACE)

SUBJECT : **ASSISTANCE TO EMPLOYEES AFFECTED BY SUPER TYPHOON
CARINA AND HABAGAT**

In view of the recent onslaught of the Super Typhoon Carina-enhanced by the South West Monsoon or most commonly known as "Habagat", the DENR Association of Career Service Executives, Inc. (ACE) together with the Human Resource Development Service (HRDS), is working together to ensure that the calamity-affected employees are aware and informed of the assistance programs that could be given to them.

Some programs/ actions identified are as follows:

- a. Conduct of Psychological First Aid
 - To be facilitated by the Human Resource Development Service (HRDS) together with the DENR Association of Career Executives, Inc. (ACE), on Aug. 6-7, 2024.
- b. Availment of Special Emergency Leave
 - Affected employees are entitled to a 5-day Special Emergency Leave.
- c. Availment of Monetization
 - Affected employees may avail a Monetization of their Leave Credits, however, the number of days allowed is still to be determined.
- d. Use of DENR Hostel and Multipurpose Hall
 - Affected employees whose houses are still submerged in flood or damaged making it unlivable at the moment may coordinate with the HRDS to temporarily seek shelter at the DENR Hostel and Multipurpose Hall. Regional

Offices are likewise encouraged to offer temporary shelter to affected employees.

e. Fundraising/ Donation

- Members of the DENR ACE already made contributions to generate funds to cover necessary assistance to be given to all affected employees. ACE to continue soliciting donations.
- All other DENR officials are also encouraged to join in donation drive.

f. E-consulta

- The DENR ACE is exploring the possibility of conducting E-consulta for affected employees with the help of the DENR Clinic.

In view thereof, we encourage you to conduct immediate response in your capacity to DENR employees within your jurisdiction, who were affected by the calamity.

It is also requested that this information be disseminated to the DENR employees within your jurisdiction.

Further, the DENR ACE and HRDS will be disseminating a Survey Form to affected employees to identify target recipients and determine the type of assistance they need.

For your information.


ATTY. ANALIZA REBUelta-TEH, CESO I

Copy furnished:

*The Undersecretary for Human Resources and
Organizational Transformation*