



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



MEMORANDUM

**FOR : ALL REGIONAL EXECUTIVE DIRECTOR
ALL BUREAU DIRECTORS**

**ATTN : Chiefs, Personnel Section/Unit
OLMS Focal Persons**

**FROM : THE OIC DIRECTOR
Human Resource Development Service**

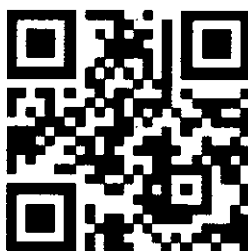
SUBJECT : INVENTORY OF BIOMETRIC DEVICES DISTRIBUTION

DATE : 04 September 2024

In line with the upcoming implementation of the Online Leave Management System, may we request for the inventory of biometric devices distribution in your Region/Bureau. Please provide the following information for each assigned biometric device:

1. Serial Number
2. Office assignment (specify Regional Office/PENRO/CENRO/Bureau)
3. MAC Address

Please submit the requested list, using the attached form, no later than 09 September 2024 through email at olms.dpis@gmail.com. The form template may be downloaded via the QR code below:



Should you have questions or clarifications, you may contact Ms. Michelle Regalado or Ms. Marilou Zipagan of the Personnel Division.

For your consideration.

M. M. M.
MIRIAM M. MARCELO

MEMO NO. 2024 - 802

