



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



MEMORANDUM

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

**ATTN : Chief, Administrative Division
Chief, Personnel Section/Unit
Focal Persons, HR Statistics Matters**

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

**SUBJECT : UPDATING OF HR STATISTICS REPORTS FOR
SEPTEMBER 2024**

DATE : 27 September 2024

This refers to the updating of monthly HR statistics reports. Links to individual Google Sheet links for reports as of **30 September 2024** have been sent via email to HR Statistics focal persons. These contain report templates for the following:

1. Plantilla of Personnel
2. List of Appointees in 2024
3. List of Separated Employees in 2024
4. List of Vacant Positions
5. List of Casual Personnel
6. List of Contractual PS Personnel
7. List of Contract of Service/Job Order Personnel

Please ensure that reports are finalized by **10 October 2024**, with all entries thoroughly reviewed for completeness and accuracy. Please note that edit access to the Google Sheets shall be removed on 11 October 2024, and all entries made within the deadline will be considered final.

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

Your prompt attention to this matter is greatly appreciated.

Mir M. Marcelo
MIRIAM M. MARCELO

MEMO NO. 2024 - 871