



**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/Units  
Focal Persons, HR Statistics Matters**

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

**SUBJECT : HR STATISTICS REPORTS FOR OCTOBER 2024**

**DATE : 28 October 2024**

This refers to the updating of HR statistics reports for the month of **October 2024 (as of 31 October 2024)**. Links to the individual Google Sheet links for this cut-off period 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 **11 November 2024**, with all entries thoroughly reviewed for completeness and accuracy. Please note that edit access to the Google Sheets shall be removed on 12 November 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.

  
**MIRIAM M. MARCELO**

MEMO NO. 2024 - 939