



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43



SEP 12 2000


SPECIAL ORDER
NO. 2000- 937

SUBJECT: AUTHORIZING THE HUMAN RESOURCE MANAGEMENT SERVICE TO CONDUCT A SERIES OF FIELD OFFICES ORIENTATION/ BRIEFING ON THE DENR LOCAL AND FOREIGN SCHOLARSHIP PROGRAM

In the interest of the service and to raise the level of awareness in the DENR's scholarship program, the Human Resource Management Service is hereby authorized to conduct a series of Field Offices Orientation/Briefing on the DENR Local and Foreign Scholarship Program. The concept paper, attached as Annex A, shall be strictly followed in the conduct of the briefings.

All expenses to be incurred shall be chargeable against HRMS funds subject to the usual accounting and auditing rules and regulations. A travel report shall be submitted to the HRMS Director by the teams created.

This Order takes effect immediately.


ADRIANO B. NAVA, JR., CESO II
Assistant Secretary for Management Services
and Chair, Scholarship Committee

ANNEX A

CONCEPT PAPER

FIELD OFFICES ORIENTATION/BRIEFING ON DENR LOCAL AND FOREIGN SCHOLARSHIP PROGRAM

I. RATIONALE

“A Highly Professionalized Government Organization Efficiently and Effectively Responding to the Growing Demands of Environmental and Natural Resources Protection, Management and Development.”

This is the HRMS vision which could be achieved through continuous education in terms of scholarship and training programs.

Since 1987, DENR has been a recipient of bilateral programmes on scholarships as coordinated by NEDA. However, despite foreign and local scholarship and training opportunities, it has come to the attention of the Scholarship Committee that only few personnel have been availed of these. Field offices failed to respond to invitations for nominations. This was proven by the statistical report submitted by the Scholarship Secretariat covering the first semester of CY 2000, wherein only 17 field personnel or 34% were able to avail of the foreign scholarship programs. One main reason is that most of our field personnel are not aware of the said programs as verified during the Training Needs Assessment in May 2000.

To maximize the opportunities, the Human Resource Management Service will conduct a series of orientation/briefings in all field offices on our Local and Foreign Scholarship Program. Coordination with the universities and current local scholars will also be conducted to strengthen the monitoring of scholars and establish links. Likewise, the importance of regional profiles particularly to the Foreign Scholarship Program would also be discussed.

This activity is to be undertaken in September 2000.

II. OBJECTIVES

A. GENERAL OBJECTIVE:

The orientations/briefings will increase the awareness of field officials and employees of the scholarship program resulting to more availments.

B. SPECIFIC OBJECTIVES:

- 1 To comprehensively brief the Field Offices on the procedures and policies governing the Local and Foreign Scholarship Program.
- 2 To encourage more personnel to avail of the Scholarship Program of the Department.
- 3 To monitor current scholars and to determine status of their grants.
- 4 To follow-up submission of regional profiles and explain its importance in the Foreign Scholarship Program.
- 5 To establish links with universities and the local NEDA Regional Screening Committee.

III. METHODOLOGY:

1. Lecture/briefing during flag ceremonies.
2. Visit with universities where current scholars are enrolled.
3. Roundtable discussions with field officials and employees.
4. Distribution of Training Needs Assessment questionnaires.
5. Meeting with NEDA Regional Screening Committee.

III. EXPECTED OUTPUT

1. One-day briefing and clarification of issues on scholarship program.
2. Completed field office profiles matrices
3. Established links with universities and NEDA Regional Screening Committee, where available or applicable.
4. Pro-active monitoring of scholars.

IV. RESOURCE REQUIREMENTS:

An amount of **ONE HUNDRED FORTY THOUSAND FOUR HUNDRED NINETY SIX (P140,496.00)** is needed to cover the following expenses:

a. Cost of transportation	P 95,396.00
b. Per diem/Travel Allowance	33,900.00
c. Supplies and Materials of HRMS staffs	<u>10,000.00</u>
TOTAL	P140,496.00

V. SCHEDULE OF ORIENTATION

REGIONS	NAMES	DATES
CAR	Rose Enriquez/Erna Sy	September 10-13, 2000
REGION 1	Mrs. Aurora Pido/ Rosa Copon	September 10-13, 2000
REGION 2	Armi Foster/Fortunata Rayoso	September 23-28,2000
REGION 3	Yvonne Baldado/Willy Ulanday	September 10-13,2000
REGION 4	Dorina Rojas/Sonia Escasura/Estela Aguiles	September 11-12, 2000
REGION 5	Mrs. Aurora Pido/Marie Bongco	September 23-28, 2000
REGION 6	Fredesvinda Casuncad/Jet Abrera	September 17-21, 2000
REGION 7	Leonita Sibunga/Orlan Javier	September 10-13, 2000
REGION 8	Dir. Adeluisa Siapno/Jet Abrera	September 13-15, 2000
REGION 9	Cristina Paulino/ John Tena	September 23-27, 2000
REGION 10	Director Siapno/Nelson Gorospe	September 17-22,2000
REGION 11	Nelson Gorospe/	September 10-16,2000
REGION 12		September 10-13,2000
REGION 13	Nelson Gorospe/Dir. Siapno	September 23-27, 2000