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ADVISORY

FOR : **All Heads of Office**
Central Office
Regional Offices
Bureaus
Attached Agencies

FROM : **The OIC, Director**
Human Resource Development Service

SUBJECT : **CONDUCT OF THE LECTURE SESSION ON DRUG-FREE
CUM SMOKE-FREE WORKPLACE**

Pursuant to R.A. No. 9165, or the Comprehensive Dangerous Drugs Act of 2002, and R.A. 9211, also known as the Tobacco Regulation Act of 2003, the Human Resource Development Service - Training Development Division (HRDS-TDD) will conduct a Lecture Session on Drug-Free cum Smoke-Free Workplaces open to all DENR officials and employees on **October 10-11, 2022, 8:30 AM – 12:00 NN via Zoom**. The activity aims to increase awareness of the Department's personnel on R.A. No. 9165 and R.A. No. 9211, in order to promote a drug-free and smoke-free community.

Attached is the guide for filling out the pre-registration which can be accessed through a link or QR Code.

<https://forms.gle/zAHumEzZvUW5Mglt8>



SCAN ME

For related questions or inquiries, you may contact HRDS-TDD at (02) 8426-3852 or thru VOIP 028-7553330 loc 1065 and look for Dra. Shirley C. Latoja or Ms. Francesca Glen G. Ymata. You may also send it via email. hrds-tdd@denr.gov.ph.

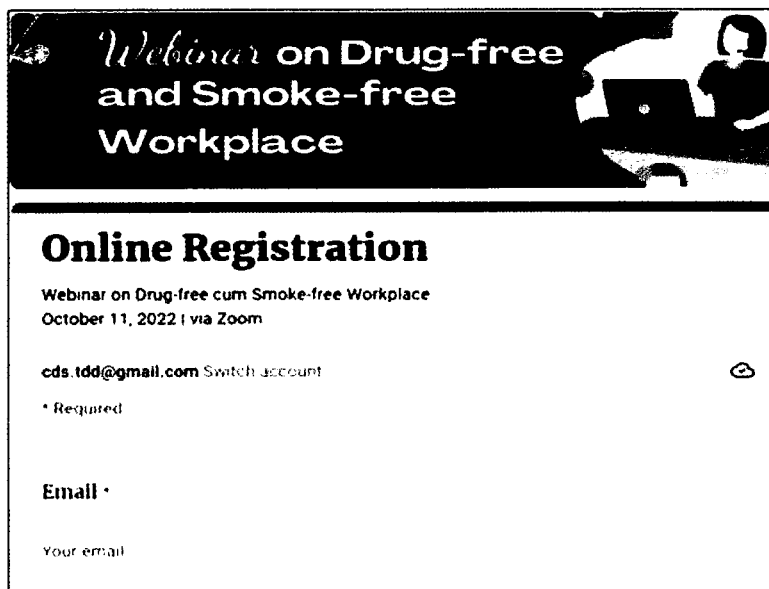
For your information.

HIRO V. MASUDA, DBA, CESO III

GUIDE ON THE PRE-REGISTRATION AND ACCESSING THE ZOOM LINK

1. The pre-registration for the lecture will start on October 7, 2022
Pre-Registration Link:

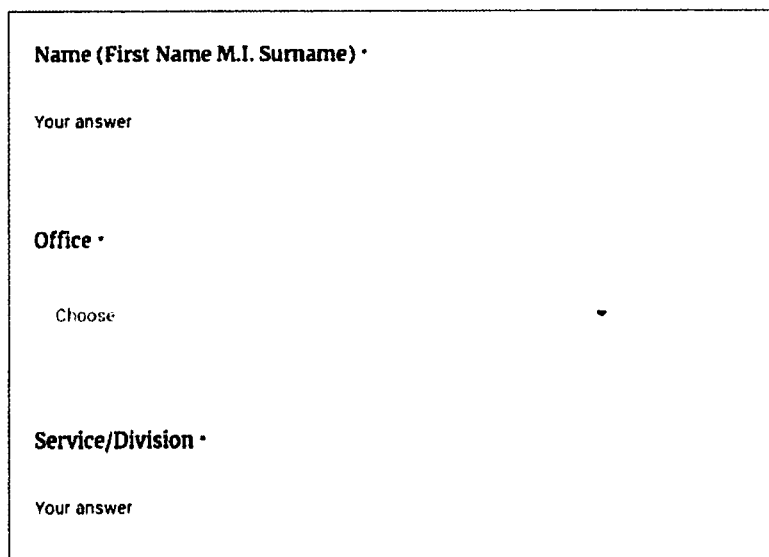
<https://forms.gle/zAHumEzZvUW5Mgl18>



The screenshot shows a registration form with a header image of a person at a laptop. The text on the form includes:

- Webinar on Drug-free and Smoke-free Workplace**
- Online Registration**
- Webinar on Drug-free cum Smoke-free Workplace
October 11, 2022 | via Zoom
- cds.tdd@gmail.com [Switch account](#)
- * Required
- Email ***
- Your email

2. Upon entry, please take a moment to read what the activity is for. Enter your email address.
3. Upon clicking the next button, you will be asked to provide your personal information. Fields with the red asterisk are required information.



The screenshot shows the following fields:

- Name (First Name M.I. Surname) ***
- Your answer
- Office ***
- Choose
- Service/Division ***
- Your answer

4. When you click the "Submit" button, the zoom link will appear. Please save the access details. The Zoom meeting will be opened on the date and time of the activity.



Online Registration

You are now registered for the Webinar on Drug-free and Smoke-free Workplace

Day 1 (Zoom link)

Join Zoom Meeting

<https://zoom.us/j/91861342396?pwd=b2V6M190U1JEMWQUR6LSPN2QZG0T99>

Meeting ID 918 6134 2396

Passcode wdfsf22

Zoom link for Day 2 will be sent on October 10, 2022 to your registered e-mail addresses

Kindly sign in at least 15 mins before the start of our program. The webinar is on **FIRST COME, FIRST SERVED** basis.

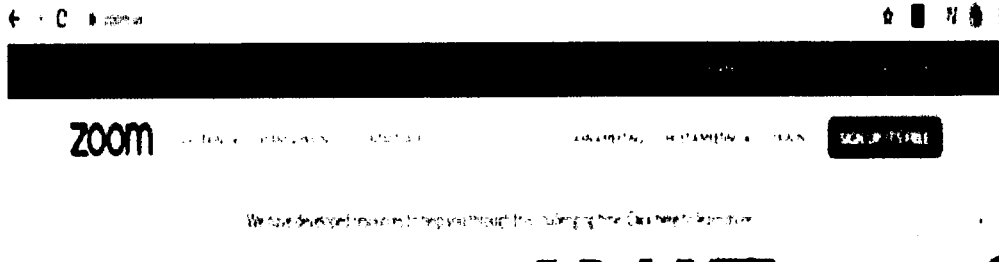
See you there!

Submit another response

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Google Forms

- Each participant must access the zoom link using a device with a webcam or front camera and be connected to the internet connection. It is advisable to use earphones with a microphone for a more interactive experience. For first-time users, familiarize yourself with the website <https://zoom.us/> or watch this video <https://www.youtube.com/watch?v=fGbpwZNW3oI>.
- Download the Zoom application and click JOIN A MEETING. The Meeting ID and password will be sent to your e-mail or through Messenger group chat (if provided by TDD-HRDS).
(You may opt to download the zoom application, or you can join from the browser.)



- All learners present during the lecture must wear the prescribed DENR uniform or appropriate office attire.
- Close all background applications that have no connection with the lecture.
- Rename your zoom user with this format: Office_Name
- Mute your microphone upon signing in and during the webinar so as not to distract the speaker.
- Remember to turn off your microphone when you are not talking.
- Questions regarding the presentation will be addressed during the open forum at the end of the lecture. You are advised to write down your questions
- If there are urgent matters/concerns, you may raise your hand, wait for the host to address you, and turn on your microphone to speak.
- Your presence is required during the entire activity. Attendance will be checked based on your presence in the zoom room.
- Do not leave the zoom lecture. The lecture will end when the host exits at the end of the session.
- Make sure your area is free from noise or distraction.
- This activity shall be documented by the Training and Development Division (TDD)-HRDS and will officially be reported as an accomplishment.
- Copy of the signed Special Order/Memorandum once available.