



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



MEMORANDUM

JAN 16 2024

FOR : All Division Chiefs
DENR Central Office

FROM : The Chief
Training and Development Division

SUBJECT : SUBMISSION OF COMPETENCY DEVELOPMENT
MANAGEMENT FORM (CDMF) OF LEARNERS FOR
COACHING FOR PEAK PERFORMANCE

This pertains to the proposed conduct of the leadership training program, Coaching for Peak Performance, on 21-23 February 2024 in Region III.

The activity aims to equip the learners with the necessary coaching competencies to drive performance of the employees toward excellent public service delivery and to orient them with the DENR Guidelines on the Preparation of Coaching Plan and Coaching Form. In addition, the participants will be required to submit their respective coaching plans on 28th of February in compliance with DENR Memorandum No. 2020-182, dated 21 February 2020.

With this, may we request for one (1) learner from your Division, preferably an assistant division chief (SG 22) performing supervisory functions or a section chief (SG18), who will attend and participate in the said program. Kindly accomplish and submit the attached Competency Development Management Form (CDMF) online through the DENR L&D Portal (bit.ly/LNDportal) on or before 26 January 2024 for the preparation of the necessary DENR Special Order.

Should you have queries, you may contact Mr. Carlo C. Fajardo of the Training and Development Division through the telephone no. 8426-38-52 or VOIP 1065.

For your information and appropriate action.

M. M. M.
MIRIAM M. MARCELO

MEMO NO. 2024 - 48



Department of Environment and Natural Resources
Human Resource Development Service
COMPETENCY DEVELOPMENT MANAGEMENT FORM

**PART I. LEARNER'S PROFILE**

NAME:

SURNAME

FIRST NAME

MIDDLE INITIAL

POSITION/
DESIGNATION:SALARY
GRADE:DIVISION/
OFFICE:

BIRTHDATE:

SEX:

CIVIL STATUS:

RELIGION:

CONTACT NO.:

E-MAIL:

FOOD RESTRICTIONS
AND/OR SPECIAL
NEEDS:

ACTUAL DUTIES AND RESPONSIBILITIES:

PART II. INTERVENTION *(To be accomplished BEFORE the attendance of the learner)*

TITLE OF INTERVENTION:

COACHING FOR PEAK PERFORMANCE

TARGET COMPETENCY/IES:

(Please refer to the DENR
Competency-Based System Manual)LC3 PEOPLE DEVELOPMENT and LC4 PEOPLE PERFORMANCE
MANAGEMENT

LEARNING OBJECTIVES:

To equip the learners, who are DENR Central Office Section Chiefs and Assistant Division Chiefs holding SG18-SG22, with the necessary coaching competencies to drive performance of the employees toward excellent public service delivery and to orient them with the DENR Guidelines on the Preparation of Coaching Plan and Coaching Form

DATE:

21-23 FEB 2024

VENUE:

REGION III

NO. OF
HOURS:

24

HRDS strictly upholds data privacy pursuant to the laws and rules governing the Data Privacy Act of 2012 in the Philippines. It is understood that the use of the personal information gathered in this form shall be limited only to the purpose of getting the learner's profile and shall neither be utilized for other purposes nor be accessible by other unauthorized individuals.

By continuing and participating, you consent and authorize HRDS in the collection, lawful use, and disclosure of your personal information including your photos taken during the conduct of the event for documentation and report writing.

I hereby endorse the participation of the above-mentioned personnel at the learning event stated in this form. I understand that this intervention is designed for the professional development of my staff which can contribute to the better performance of this Office. Hence, he/she shall be free from official duties during his/her attendance. Moreover, this Office certifies that his/her attendance will not hamper the delivery of service by this office.

CONFORME

Employee's Signature

ENDORSED BY:

Division Chief/Office Head's Signature Over Printed
Name

Please submit a scanned copy of the first page (Part I and Part II) of this form to bit.ly/LNDportal using this file name format: **CDMF1_2023_COACHING FOR PEAK PERFORMANCE_SURNAME OF LEARNER e.g. CDMF1_COACHING FOR PEAK PERFORMANCE_FAJARDO.**