



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



MEMORANDUM

**FOR/TO :** ALL DENR OFFICIALS AND EMPLOYEES

**FROM :** THE UNDERSECRETARY  
Organizational Transformation and Human Resources

**SUBJECT :** ADOPTION OF DENR ASSUMPTION TO DUTY FORMS  
AND A MONITORING SHEET FOR SPECIAL ORDERS ON  
PERSONNEL MOVEMENTS

**DATE :** 18 January 2024

In the interest of the service, officials/employees may be reassigned to another office or designated to perform other/additional functions through a DENR/Regional/Bureau Special Order. Compliance with such Special Orders must be reported to the approving authority (signatory of the Special Order) through the Personnel Division/Section/Unit of the issuing office for updating of records. compliance must be reported within 30 days from the date of assumption to duty.

Further, officials and employees must notify the Personnel Division/Section Unit of their return from study leave, rehabilitation leave and maternity leave.

For the above-mentioned purposes, compliance/return-to-work must be reported within 30 days from the date of assumption/reporting back to duty using the following *DENR Certification of Assumption to Duty Forms*:

Form	Personnel Action/Purpose
<i>Form A</i>	Reassignment/recall
<i>Form B</i>	Designation
<i>Form C</i>	Affirmation
<i>Form D</i>	Return from leave

The date of assumption to duty must be certified by the immediate supervisor. For officials/employees assigned/designated to Division Chief/CENRO or higher level positions through a Special Order from the DENR Central Office, compliance must also be noted by the Supervising Undersecretary.

To ensure monitoring of personnel movement, dates of assumption to duty for Forms A, B and C shall be recorded in a monitoring sheet shared with designated focal persons for personnel records (list attached). Recording shall be accomplished by the

Region/Bureau/Attached Agency where the official/employee reported. Focal persons may access the forms through this QR code/link:



<http://tinyurl.com/3rx7m75s>

Copies of the forms are attached. Editable forms shall also be uploaded to the *Downloadable Forms* section of the DENR Website for easy access.

For your guidance and compliance.

  
AUGUSTO D. DELA PEÑA

**Personnel Records and Statistics Focal Persons**

<b>Region/ Bureau/ Attached Agency</b>	<b>PRS Focal Person</b>	<b>Email Address/es (DENR/gmail account)</b>
<b>DENR Regional Offices</b>		
<b>NCR</b>	Rowena C. Medalla	denrncr.manpowerreport@gmail.com
<b>CAR</b>	Narda A. Garcia	denrcarhrms@gmail.com
<b>I</b>	Ma. Rowena E. Verde	denr1adpersonnel2@gmail.com
<b>II</b>	Mariflor C. Tumanguil	denrregion2.hrsr@gmail.com
<b>III</b>	Joy A. Manlapat	r3personnelsection@gmail.com
<b>IV A</b>	Joseph Garner F. Tana	personalta.denrcalabarzon@gmail.com
<b>IV B</b>	Blenda A. Hulleza; Noriel D. Maynigo	blendahulleza120275@gmail.com
<b>V</b>	Ma. Emily L. Bonete	denr5.hrstatistics@gmail.com
<b>VI</b>	Sharon J. Sombrador	phoeberish@gmail.com
		psadmin.r6@denr.gov.ph
<b>VII</b>	Emmelyn M. Dicdican	ade.denrpersonnel@gmail.com
<b>VIII</b>	Marifen O. Beniga	personnelsection2019@gmail.com
<b>IX</b>	Jocelyn E. Dionisio	primaryaadnr9@gmail.com
<b>X</b>	Esperanza M. Domingo	r10.personnel@gmail.com
<b>XI</b>	Shiela Mae B. Vitualla	personnelrxi@gmail.com
<b>XII</b>	Jessie Anne V. Dichoso	denr12personnelsection@gmail.com
<b>XIII</b>	Rosemarie L. Eben	juliemontalban2016@gmail.com
<b>Bureaus</b>		
<b>FMB</b>	Juhaira A. Mustapha	jmustapha@fmb.denr.gov.ph
<b>LMB</b>	Tessie A. Soriano	lmb.hrmu2021@gmail.com
<b>ERDB</b>	Marilou C. Arcillas	erdb.hrds@gmail.com
<b>BMB</b>	Randy C. Mabana	ranmab64@gmail.com
<b>EMB</b>	Karen Grace Y. Sanchez	hrstatistics2020@gmail.com
<b>MGB</b>	Clarice T. Abad	lms.mgbco@gmail.com
		mgbhrms@gmail.com
<b>Attached Agencies</b>		
<b>PCSD</b>	Diana Rose Sangalang	pcsd.hr@gmail.com
<b>NAMRIA</b>	Dominga P. Venerable	hrms@namria.gov.ph
<b>NRDC</b>	Hazel B. Gellamucho	personnel.nrdc@gmail.com; hgellamucho.nrdc@gmail.com
	Gina V. Varilla	giemvi.nrdc@gmail.com
<b>LLDA</b>	Eugene F. Miranda	ogm@llda.gov.ph
<b>NWRB</b>	Imelda V. Vergara	imelda.vergara@nwr.gov.ph

*\* Please coordinate changes in focal persons/email addresses to Ms. Michelle Regalado through VOIP  
Tel. No. 1005 or email at prsspd@denr.gov.ph*



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**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that I, [Name], [Position], have reported for duty in/at the [Office] on [Date of assumption to duty] pursuant to **DENR Special Order No. [SO No.]** dated [Date of Special Order].

Done this [Date] of [Month and Year] in [Place of execution].

(Signature over Full Name)

Noted by:

(Signature over Full Name and Designation of  
immediate supervisor)

(Signature over Full Name and Designation of  
Supervising Undersecretary)

**Notes:**

- Submit this form to your Personnel Division/Section/Unit
- Notation of the Supervising Undersecretary is only required if assigned/designated to Division Chief/CENRO or higher level position through a Special Order issued at the DENR Central Office



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### CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that I, [Name], [Position], have assumed the duties and responsibilities as [Assignment/designation], [Office] on [Date of assumption to duty] pursuant to **DENR Special Order No. [SO No.]** dated [Date of Special Order].

Done this [Date] of [Month and Year] in [Place of execution].

(Signature over Full Name)

Noted by:

(Signature over Full Name and Designation of  
immediate supervisor)

(Signature over Full Name and Designation of  
Supervising Undersecretary)

**Notes:**

- Submit this form to your Personnel Division/Section/Unit
- Notation of the Supervising Undersecretary is only required if assigned/designated to Division Chief/CENRO or higher level position through a Special Order issued at the DENR Central Office



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### CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that I, [Name], [Position], have assumed the duties and responsibilities as [Assignment/designation] in/at the [Office] effective [Date of assumption to duty] pursuant to **DENR Special Order No. [SO No.]** dated [Date of Special Order], which was affirmed through **DENR Special Order No. [SO No.]** dated [Date of Special Order].

Done this [Date] of [Month and Year] in [Place of execution].

(Signature over Full Name)

Noted by:

(Signature over Full Name and Designation of  
immediate supervisor)

(Signature over Full Name and Designation of  
Supervising Undersecretary)

**Notes:**

- Submit this form to your Personnel Division/Section/Unit
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**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that I, [Name], [Position], have reported back for duty in/at the [Office] on [Date of assumption to duty] following my [choose type of leave] which started on [Start date of leave] until [End date of leave].

Done this [Date] of [Month and Year] in [Place of execution].

(Signature over Full Name)

Noted by:

(Signature over Full Name and Designation of  
immediate supervisor)

*Note: Submit this form to your Personnel Division/Section/Unit*