



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 929-66-26 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

**MEMORANDUM CIRCULAR**  
**NO. 2005 012**

**SEP 09 2005**

**TO :** All Undersecretaries, Assistant Secretaries, Bureau Directors, Regional Directors, Service Directors and Heads of Offices and Attached Agencies

**SUBJECT :** **COORDINATION OF ALL TRAINING AND OTHER DEVELOPMENT INTERVENTIONS WITH THE HUMAN RESOURCE DEVELOPMENT SERVICE (HRDS)**

To afford a holistic approach in effectively addressing the developmental needs of the Department, all offices in the Central Office, bureaus and attached agencies are hereby required to coordinate with the Human Resource Development Service (HRDS) all training programs, seminars and other human resource development interventions to be implemented by your respective offices, for review, comments and recommendations.

Likewise, all regional offices, are required to observe the same procedure through coordination with their respective HRD section/unit, which will in turn submit report to the HRDS.

This will avert overlapping of schedules and duplication of activities and further save time, money and effort.

This Circular takes effect immediately and supersedes previous issuances inconsistent herewith.

For strict compliance of all concerned.

  
**MICHAEL T. DEFENSOR**  
Secretary

