



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

03 JUN 2021

FOR/TO : **The Regional Executive Directors**
Regions CAR, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and NCR

The Bureau Directors
EMB, MGB, BMB, ERDB, FMB and LMB

ATTENTION : **The HRD Section/Unit**

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

SUBJECT : **TIMELINES FOR THE SUBMISSION OF THE
ENHANCEMENTS TO THE COMPETENCY-BASED SYSTEM
(CBS) MANUALS, AND OFFICE STRATEGIC HUMAN
RESOURCE PLAN (2021-2025)**

In line with the recently concluded meeting on the updating of the of the CBS manual and cascading of the DENR Strategic Human Resource Plan (2020-2024), below are the agreed timelines on the submission of outputs.

ACTIVITIES		DATE
COMPETENCY DEVELOPMENT		
Submission of the list of positions not included in the existing manuals to HRDS - CDD		11 May 2021
<i>Per office</i>	Develop competency profiles	12-31 May 2021
	Validation and finalization of the competency profiles	1-11 June 2021
Submission of competency profiles to HRDS (endorsed by the Head of Office)		15 June 2021
HRDS to consolidate, review and finalize proposed competencies		16-25 June 2021
Presentation of the final competency profiles to Regional Offices and Bureaus		30 June 2021
Endorsement of the competency profiles to the Office of the Secretary for adoption.		30 July 2021
HR PLAN		
Submission of the initial draft of HR Plan		30 July 2021
Submission of the final draft of HR Plan		31 August 2021

ACTIVITIES	DATE
CAREER DEVELOPMENT PLANS (CDPs)	
Submission of CDPs of employees holding 1 st and 2 nd level positions, and succession bench of SG 18 and above positions	31 August 2021
Submission of Consolidated Career Development Plans	30 September 2021

Should you have any queries/clarifications, technical assistance is provided by concerned CDD staff. Please use email and the created group chat for simple and easy communication. References on these matters can be accessed through this link: <https://drive.google.com/drive/folders/1hKRTLTh2EUPIRQizLcIWjBIvz3RFSLQ?usp=sharing>

For information and compliance.


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