



May 5, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region  
1515 L&S Bldg., Roxas Blvd.  
Ermita, Manila

**THRU** : The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City

**FROM** : The Community Environment and  
Natural Resources Officer

**SUBJECT** : **INDIVIDUAL LEARNING REPORT ON ONBOARDING AND  
ORIENTATION TO NEWLY APPOINTED AND NEWLY  
PROMOTED EMPLOYEES OF DENR**

Respectfully submitted are the learning reports of the Newly Appointed and Newly Promoted Employees of DENR CENRO Coron, Palawan who attended the recent Onboarding and Orientation to Newly Appointed and Newly Promoted Employees of DENR as per Regional Special Order no. 093, series of 2022 held last April 27- 29, 2022 via Zoom Meeting App.

For information and record.



  
**ARNOLDO A. BLAZA, JR.**

**REGIONAL-SPECIAL ORDER**No. 0093  
Series of 2022

APR 11 2022

**SUBJECT : AUTHORIZING THE CONDUCT OF ORIENTATION TO  
NEWLY APPOINTED AND NEWLY PROMOTED  
EMPLOYEES IN DENR MIMAROPA**

In the interest of the service and in order to acquaint the newly appointed and newly promoted employees with the agency structure; norms of conduct and discipline; and their rights and privileges, the conduct of Orientation to Newly Appointed and Newly Promoted Employees in DENR MIMAROPA on April 27-29, 2022 from 9:00 AM to 4:00 PM via zoom is hereby authorized.

This activity shall be attended by the following officials and personnel:

NAME	POSITION/DESIGNATION
<b>Regional Office</b>	
1. Nicko T. Ibañez	Statistician I
2. Fatima G. Grate	Development Management Officer I
3. Raynard C. Rivera	Engineer II
4. Amiel Naba B. Capacio	Mathematician Aide I
5. Ace M. Nieva	Mathematician Aide I
6. Jezeth Mae G. Fadero	Mathematician Aide I
<b>CENRO PPC, Palawan</b>	
7. Maria Vianca Salvacion D. Garraez	Land Management Inspector
8. Orlando J. Gapuz	Forest Ranger
9. Ryan S. Domondon	Forest Ranger
<b>CENRO Brooke's Point, Palawan</b>	
10. Reynaldo V. Palisoc	Forest Technician I
<b>CENRO Taytay, Palawan</b>	
11. Herson Y. Caliao	Forest Ranger
12. Jonathan A. Arzaga	Forest Ranger
13. Richard M. Pariñas	Forest Ranger
14. John Gil C. Lagrana	Forest Ranger
<b>CENRO Roxas, Palawan</b>	
15. Bryan Rose T. Dela Cruz	Forest Technician I
16. Ryan P. Giganto	Forest Ranger
17. Ronnie B. Mabitasan	Forest Ranger
<b>CENRO Coron, Palawan</b>	
18. Ariel C. Delin II	Forest Technician II

DENR By the Bay Bldg., 1515 Roxas Boulevard, Ermita, Manila 1000  
Telephone Number: Administrative Division 5th flr. (02) 700-3134  
DENR VOIP (02) 8249-3567/ 8248-3367 loc 2700  
Email: mimaroparegion@denr.gov.ph  
Website: <https://mimaropa.denr.gov.ph>



19. Nabila M. Abdullah	Forest Technician I
20. Nikki E. Ripalda	Forest Technician I
21. Blessie Ann J. Parmelee	Administrative Aide VI
22. Alyssa Mae G. Sanchez	Administrative Aide VI
23. Roderick E. Vallejo	Forest Ranger
24. Ibrahim A. Factuar	Forest Ranger
<b>CENRO Socorro, Oriental Mindoro</b>	
25. Mackale P. Martinez	Forester I
26. Hazel Marie F. Fabrero	Land Management Inspector
<b>CENRO Roxas, Oriental Mindoro</b>	
27. Airen Krisca C. Caray	Forester I
28. Dennis D. Carpio	Forest Technician I
29. Ginalyn U. Pariflo	Forest Technician I
<b>PENRO Marinduque</b>	
30. Bernadine I. Sajul	Forester I
31. Mary Rose L. Borreo	Forester I
32. Sofia M. Barola	Administrative Aide VI
33. Genneth V. Panuelos	Land Management Inspector
34. Rica Queenie D. Radovan	Forest Ranger
35. Sarah Jane Sena	Credit Officer
<b>PENRO Romblon</b>	
36. Gemma F. Fallaria	Administrative Officer IV (HRMO II)
37. Catherine O. Atienza	Forester I
38. Marielle V. Magallanes	Forester I
39. Jennifer R. Lucas	Administrative Assistant I (Computer Operator)
40. John Calven V. Galisanao	Forest Ranger
41. Jonathan A. Astejeda	Administrative Aide IV (Driver II)
<b>Resource Speakers</b>	
1. Donna Mayor-Gordove	ARD for Management Services
2. Rosario C. Gulmatico	Chief, Administrative Division
3. Atty. Gandhi G. Flores	Chief, Legal Division
4. Melissa L. Indangan	Planning Officer IV
5. Nazar Norman Cortuna	Chief, Accounting Section
6. Edna A. Tarrosa	Chief, HRDS
7. Ma. Cristina C. Rendorio	Chief, Personnel Section
8. Donna Jane C. Pelaez	SALN Focal Person
<b>Secretariat/Facilitator</b>	
1. Mary Grace V. Jucutan	Administrative Officer II
2. Sofia A. Campos	Administrative Assistant II
3. Kristine A. Zacarias	Administrative Assistant I

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 Website: <https://mimoro79.denr.gov.ph>



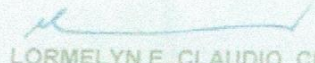
Link to this activity:

Meeting ID: 880 1970 4806  
Passcode: 217112

An individual learning report using the prescribed format shall be submitted and emailed to [hrdsdenr@mimaropa.com](mailto:hrdsdenr@mimaropa.com) by each participant within seven (7) days after the event, while an after training report shall be submitted by the Regional HRDS within fifteen (15) days after the event to the undersigned thru the Assistant Regional Director for Management Services.

All expenses to be incurred shall be charged against Regional HRDS funds subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the aforementioned dates.

  
LORMELYN E. CLAUDIO, CESO IV  
Regional Executive Director

ARD-MS/AD/HRDS-Grace

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Website: <https://mimaropa.denr.gov.ph>





## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	ARIEL C. DELIN II
<b>Office/Services:</b>	CENRO Coron/RPS & GIS Unit
<b>Training Title:</b>	Onboarding and Orientation to Newly Appointed and Newly Promoted Employees of DENR
<b>Learning Providers:</b>	MIMAROPA Regional Office, GSIS, & Pag-IBIG Fund
<b>Inclusive Dates:</b>	April 27-29, 2022
<b>Venue:</b>	Via Zoom Meeting App

### 1. EVALUATION OF COURSE:

- **Technical Content:**

The topics discussed and activities conducted during the training are:

- Introduction to the DENR (DENR Mandate, Vision, Mission, Core Values, Priority Programs, Head/Officials)
- Benefits of being a permanent government employee, mandatory requirements to be submitted every year (SALN, IPCR, etc.)
- Legal Basis, Do's and Don'ts, Disciplinary Actions and Authority, Norms of Conduct
- Financial Education
- Government Service Insurance System
- Pag-IBIG Fund

- **Impression/Comments:**

The training is very informative and useful for the Newly Entrants and Newly Promoted personnel of the DENR since most of us do not have an idea/information about the dos' and don'ts and benefits as a government official. Financial Education is also one of the very important topics discussed.

### 2. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION:

It is very useful and important to the participants, especially to the newly entrants, to know the benefits of working in the government and provide basic information about the DENR as the office we are working.

### 3. RECOMMENDATIONS

A face-to-face orientation is highly recommended for the next batch of newly entrants and newly promoted personnel to give more attention and understanding to every discussion/topics since online seminars/trainings is very challenging due to the following factors:

- Unstable Internet Connections
- Venue (if within office, participants may be easily distracted)
- Electricity

### 4. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/Activity/Output	Time Frame
In-depth discussion on office benefits of a government employee	Within the year

Part 2 (To be accomplished by Supervisor)

How will you support the post Learning Action Plan/Proposal?

I will help and coordinate with PENRO HRMO if the proposal is possible and will encourage all Section Heads and personnel, especially the previous batch of newly entrants since they do not have this kind of orientation, to attend and participate on the said activity.

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training?

Yes.

Would you be willing to send him/her again to other training/seminar/conference?

Yes / No      Other     


If yes, please specify courses:

Data Analysis and Interpretation, Technical Writing, and GIS related Trainings

Submitted by:

  
**ARIEL C. DELIN II**  
Forest Technician II

Noted by:

  
**ARNEL D. CABANILLAS**  
Land Management Officer II/ Chief, RPS

May 2, 2022

Date





## INDIVIDUAL LEARNING REPORT

<b>Name of Participant:</b>	NABILA M. ABDULLAH
<b>Office/Services:</b>	CENRO-Coron/CDS
<b>Training Title:</b>	Onboarding and Orientation to Newly Appointed and Newly Promoted Employees of DENR
<b>Learning Providers:</b>	MIMAROPA Regional Office, GSIS, & Pag-IBIG Fund
<b>Inclusive Dates:</b>	April 27-29, 2022
<b>Venue:</b>	Via Zoom Meeting App

### 5. EVALUATION OF COURSE:

- **Technical Content:**

The topics discussed and activities conducted during the training are:

- g. Introduction to the DENR (DENR Mandate, Vision, Mission, Core Values, Priority Programs, Head/Officials)
- h. Benefits of being a permanent government employee, mandatory requirements to be submitted every year (SALN, IPCR, etc.)
- i. Legal Basis, Do's and Don'ts, Disciplinary Actions and Authority, Norms of Conduct
- j. Financial Education
- k. Government Service Insurance System
- l. Pag-IBIG Fund

- **Impression/Comments:**

The learning event conducted is significant to enlighten us on the necessary information, responsibilities and rights of an employee. I learned budget techniques and informed us more about services offered of GSIS and Pag-IBIG Fund, what we can avail and our privileges.

### 6. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION:

This learning event is significant but for newly hired employees to orient us about our rights, duties and responsibilities.

### 7. RECOMMENDATIONS

Face-to-face orientation is recommended to focus on the event and prevent distractions.

### 8. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/Activity/Output	Time Frame
Small group discussion/Simple one on one sharing of knowledge in the office re: the rights, responsibilities of every employee.	Within the year



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Barangay 5, Calamianes Island, Coron, Palawan  
Telephone No. +63 917 504 2633  
E-mail: cenrocoron@denr.gov.ph Website: www.denr.gov.ph

Part 2 (To be accomplished by Supervisor)

How will you support the post Learning Action Plan/Proposal?

I will help by engaging such discussion and share my knowledge and ideas.

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training?

Yes.

Would you be willing to send him/her again to other training/seminar/conference?

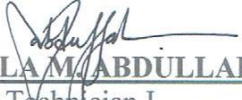
Yes / No      Other     

If yes, please specify courses:

Data Analysis and Interpretation, Technical Writing, and GIS related Trainings

Submitted by:

Noted by:

  
**NABILA M. ABDULLAH**  
Forest Technician I

  
**FERDINAND D. GATCHALIAN**  
Forester III/ Chief, CDS

May 4, 2022  
Date





## INDIVIDUAL LEARNING REPORT

<b>Name of Participant:</b>	NIKKI E. RIPALDA
<b>Office/Services:</b>	CENRO-Coron/CDS
<b>Training Title:</b>	Onboarding and Orientation to Newly Appointed and Newly Promoted Employees of DENR
<b>Learning Providers:</b>	MIMAROPA Regional Office, GSIS, & Pag-IBIG Fund
<b>Inclusive Dates:</b>	April 27-29, 2022
<b>Venue:</b>	Via Zoom Meeting App

### 1. EVALUATION OF COURSE:

- **Technical Content:**

The topics discussed and activities conducted during the training are:

- Introduction to the DENR (DENR Mandate, Vision, Mission, Core Values, Priority Programs, Head/Officials)
- Benefits of being a permanent government employee, mandatory requirements to be submitted every year (SALN, IPCR, etc.)
- Legal Basis, Do's and Don'ts, Disciplinary Actions and Authority, Norms of Conduct
- Financial Education
- Government Service Insurance System
- Pag-IBIG Fund

- **Impression/Comments:**

The learning event conducted is very informative. It enlightened us on the basic/vital information of our department, and the responsibilities and rights of an individual government employee must know. We also learned about financial education to where I got wise budget techniques and informed us more about services offered of GSIS and Pag-IBIG Fund, what we can avail and our privileges.

### 2. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION:

This learning event is significant, not just for newly entrants, but for all the government employees to orient us about all necessary informations that everyone should know. This is also important to which the participants will have key takeaways from the topics discussed for individuals' career development.

### 3. RECOMMENDATIONS

Conducting this learning event at least a month after assuming of duty/reporting for duty is highly recommended. Likewise, actual orientation is commendable to see if the topics are being learned and apply during the group activities. Sharing of ideas is one of the effective ways to achieve successful training.

### 4. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/Activity/Output	Time Frame
Small group discussion/Simple one on one sharing of knowledge in the office re: the rights, responsibilities of every employee.	Within the year



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
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E-mail: cenrocoron@denr.gov.ph Website: www.denr.gov.ph

Part 2 (To be accomplished by Supervisor)

How will you support the post Learning Action Plan/Proposal?

I will help by sharing my notes and initiating small group discussion with topics related to the previous trainings I have attended.

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training?

Yes. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you be willing to send him/her again to other training/seminar/conference?

Yes / No \_\_\_\_\_ Other \_\_\_\_\_

If yes, please specify courses:

Data Analysis and Interpretation, Technical Writing, and GIS related  
Trainings  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by:

Noted by:

  
**NIKKI E. RIPALDA**  
Forest Technician I

  
**FERDINAND D. GATCHALIAN**  
Forester III/ Chief, CDS

May 4, 2022  
Date





## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	BLESSIE ANN J. PARMELEE
<b>Office/Service:</b>	DENR CENRO Coron Palawan/ Planning and Support Unit
<b>Training Title:</b>	Onboarding and Orientation to Newly Appointed and Newly Promoted Employees of DENR
<b>Learning Providers:</b>	Regional Office, GSIS, PAG-IBIG
<b>Inclusive Dates:</b>	April 27-29, 2022
<b>Venue:</b>	Via zoom meeting

### I. EVALUATION OF THE COURSE:

- Technical Content:

The topics discussed during the Three (3) day orientation are the following:

- a. Introduction to DENR (Mandate, Vision, Mission, Core Values, Priority Programs, Quality Policy, Head officials);
- b. Mandatory requirements to be submitted (SALN, IPCR, OPCR);
- c. Legal Basis, Do's and Don'ts, Disciplinary Actions, Norms of Conduct, Code of Conduct and Ethical standards for public officials and employees, Duties, Responsibilities and other obligation of the employee);
- d. Importance of Financial Education (Priorities, Saving, Budgeting, Investment)
- e. Overview to Government Service Insurance system (Membership, Life Insurance, Policies, Benefits, Loan Privileges);
- f. Overview to Pag-ibig Fund (Benefits and Programs, Savings, Loan Privileges).

- Impressions/Comment:

The orientation is very informative and valuable to us newly hired personnel. I am able to prepare myself to the job. It was a nice opportunity to hear from our skilled learning providers who impart their knowledge in order for us to know the responsibilities and skills we need.

### II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANTS WORK/FUNCTION

It is very important to have this kind of orientation and training program for newly hired personnel because it provides us information and knowledge to make at ease and comfortable in the job. It helps us to adapt faster and be more effective and productive.

### III. RECOMMENDATIONS

- a. A refresher course is important every year in order for us to renew any information we picked up from the previous training.
- b. Face to face orientation is highly recommended for better exchange of information since we are dealing with problems on online training such as unstable internet connections and power interruptions.

### IV. POST LEARNING ACTION PLAN/PROPOSAL

PROPOSED PLAN/ ACTIVITY/ OUTPUT	TIME FRAME
Extensive discussion on Benefits being a government employee	Within the year

#### Part 2 (To be accomplished by Supervisor)

How will you support the post Learning Action Plan/Proposal?

Full support by providing technical assistance.

Have you discussed any concerns / resources needed by your subordinate so that he/she can effectively transfer/apply the skills and knowledge gained from the training?

Yes

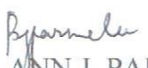
Would you be willing to send him/ her again to other training/seminars/conference?

Yes ☒ No ☐ others ☐


If yes, please specify courses:

Basic course on ENR Laws, Technical Writing, Admin and Secretarial Course

Submitted by:

  
BLESSIE ANN J. PARMELEE  
Attendee

Noted by:

  
ARNOLDO A. BLAZA, JR.  
Supervisor

May 2, 2022  
Date





## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	ALYZZA MAE G. SANCHEZ
<b>Office/Service:</b>	DENR-CENRO Coron/Planning & Administrative Support Unit
<b>Training Title:</b>	Onboarding and Orientation to Newly Appointed and Newly Promoted Employees in DENR MIMAROPA
<b>Learning Providers:</b>	HRDS MIMAROPA, GSIS & PAG-IBIG FUND
<b>Inclusive Dates:</b>	April 27-29, 2022
<b>Venue:</b>	Via Zoom Meeting App

### I. EVALUATION OF THE COURSE:

- **Technical Content:**

The topics discussed were the following:

- a. Introduction of DENR (brief history, core values, mandate, objectives, priority programs, quality policy, and key officials)
- b. Rights and privileges of being a permanent government employee (kinds of leave, allowances, requirements of travel order) and preparation of SALN & IPCR which will be submitted annually.
- c. Code of Ethical Standards, Legal Bases, Accountability and duties of public official and disciplinary actions
- d. Financial Education (importance, financial planning, factors affecting financial planning, etc.)
- e. GSIS (introduction, benefits, mandatory requirements)
- f. Pag-IBIG fund (introduction, benefits, mandatory requirements)

- **Impressions/Comment:**

The orientation was a vital activity for the newly hired employees of the office to know their rights, basic duties, benefits and responsibilities as government employees. It was very informative and interesting especially the Financial Education topic. The speakers were able to address all of our questions and concerns regarding the topics they've discussed.

### II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANTS WORK/FUNCTION

The learning event serves as our reference to know the rights and benefits of being a government employee as well as to know the brief history of the office we are working on, the responsibilities and the accountability of every government employee. Every employee must abide and attain the agency's vision and mission by its core values.

<b>III. RECOMMENDATIONS</b>	
A face to face orientation for the next batch of new entrants to fully address their concerns since virtual orientation may be affected by different factors such as unstable internet connectivity and electricity.	
<b>IV. POST LEARNING ACTION PLAN/PROPOSAL</b>	
<b>PROPOSED PLAN/ ACTIVITY/ OUTPUT</b>	<b>TIME FRAME</b>
Thorough discussion of every employee benefits and requirements Re-echo to old employees to serve as refresher and reference of requirements if they will apply for loans	within the year

**Part 2 (To be accomplished by Supervisor)**  
How will you support the post Learning Action Plan/Proposal?

Full support by providing technical assistance.

Have you discussed any concerns / resources needed by your subordinate so that he/she can effectively transfer/apply the skills and knowledge gained from the training?

Yes.

Would you be willing to send him/ her again to other training/seminars/conference?

Yes / No      others     

If yes, please specify courses:

Basic course in ENR laws.

Submitted by:

ALYZZA MAE G. SANCHEZ  
Attendee

May 2, 2022  
Date

Noted by:

ARNOLDO A. BLAZA, JR.  
Supervisor





## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	RODERICK E. VALLEJO
<b>Office/Service:</b>	DENR CENRO Coron Palawan/ Monitoring and Enforcement Section (MES)
<b>Training Title:</b>	Onboarding and Orientation to Newly Appointed and Newly Promoted Employees of DENR
<b>Learning Providers:</b>	Regional Office, GSIS, PAG-IBIG
<b>Inclusive Dates:</b>	April 27-29, 2022
<b>Venue:</b>	Via zoom meeting

### I. EVALUATION OF THE COURSE:

- Technical Content:

The topics discussed during the Three (3) day orientation are the following:

- a. Introduction to DENR (Mandate, Vision, Mission, Core Values, Priority Programs, Quality Policy, Head officials);
- b. Mandatory requirements to be submitted (SALN, IPCR, OPCR);
- c. Legal Basis, Do's and Don'ts, Disciplinary Actions, Norms of Conduct, Code of Conduct and Ethical standards for public officials and employees, Duties, Responsibilities and other obligation of the employee);
- d. Importance of Financial Education (Priorities, Saving, Budgeting, Investment)
- e. Overview to Government Service Insurance system (Membership, Life Insurance, Policies, Benefits, Loan Privileges);
- f. Overview to Pag-ibig Fund (Benefits and Programs, Savings, Loan Privileges).

- Impressions/Comment:

I was thankful for the opportunity given by the DENR thru this informative learning orientation /training that we can used in our daily activities in our work as a DENR employee.

### II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANTS WORK/FUNCTION

The learning event is very important to us (newly hired and promoted) to know the rules and regulation related to our work in the DENR. We also gain knowledge on processes being undertaken in GSIS and Pag-ibig and most importantly in terms of managing our wages.

### III. RECOMMENDATIONS

- a. A refresher course is important every year in order for us to renew any information we picked up from the previous training.
- b. Face to face orientation is highly recommended for better exchange of information since we are dealing with problems on online training such as unstable internet connections and power interruptions.

### IV. POST LEARNING ACTION PLAN/PROPOSAL

PROPOSED PLAN/ ACTIVITY/ OUTPUT	TIME FRAME
Thorough discussion on Benefits being a government employee	Within the year

#### Part 2 (To be accomplished by Supervisor)

How will you support the post Learning Action Plan/Proposal?

Very supportive if he will submit Proposed Action Plan

Have you discussed any concerns / resources needed by your subordinate so that he/she can effectively transfer/apply the skills and knowledge gained from the training?

Not yet this time

Would you be willing to send him/ her again to other training/seminars/conference?

Yes ☒ No ☐ others ☐

If yes, please specify courses:

ENR LAW

Submitted by:

RODERICK E. VALLEJO  
Attendee

Noted by:

EDWIN I. CAC  
Supervisor

May 4, 2022  
Date





## INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	IBRAHEM A. FACTUAR
<b>Office/Service:</b>	DENR CENRO Coron Palawan/ Monitoring and Enforcement Section (MES)
<b>Training Title:</b>	Onboarding and Orientation to Newly Appointed and Newly Promoted Employees of DENR
<b>Learning Providers:</b>	Regional Office, GSIS, PAG-IBIG
<b>Inclusive Dates:</b>	April 27-29, 2022
<b>Venue:</b>	Via zoom meeting

### I. EVALUATION OF THE COURSE:

- Technical Content:

The topics discussed during the Three (3) day orientation are the following:

- a. Introduction to DENR (Mandate, Vision, Mission, Core Values, Priority Programs, Quality Policy, Head officials);
- b. Mandatory requirements to be submitted (SALN, IPCR, OPCR);
- c. Legal Basis, Do's and Don'ts, Disciplinary Actions, Norms of Conduct, Code of Conduct and Ethical standards for public officials and employees, Duties, Responsibilities and other obligation of the employee);
- d. Importance of Financial Education (Priorities, Saving, Budgeting, Investment)
- e. Overview to Government Service Insurance system (Membership, Life Insurance, Policies, Benefits, Loan Privileges);
- f. Overview to Pag-ibig Fund (Benefits and Programs, Savings, Loan Privileges).

- Impressions/Comment:

This training is important for the newly hire and promoted employee of the DENR especially me. I gain knowledge like the importance of financial planning and have also gain knowledge regarding benefits gain by government officials.

### II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANTS WORK/FUNCTION

The learning event is very important and it can be used especially myself as a newly hire DENR employee to our work related activities. It is also relevance to know the benefits being gain by a government employee.

### III. RECOMMENDATIONS

- a. A refresher course is important every year in order for us to renew any information we picked up from the previous training.
- b. Face to face orientation is highly recommended for better exchange of information since we are dealing with problems on online training such as unstable internet connections and power interruptions.

### IV. POST LEARNING ACTION PLAN/PROPOSAL

PROPOSED PLAN/ ACTIVITY/ OUTPUT	TIME FRAME
Thorough discussion on Benefits being a government employee	Within the year

#### Part 2 (To be accomplished by Supervisor)

How will you support the post Learning Action Plan/Proposal?

Very supportive if he will submit Proposed Action Plan

Have you discussed any concerns / resources needed by your subordinate so that he/she can effectively transfer/apply the skills and knowledge gained from the training?

Not yet this time

Would you be willing to send him/ her again to other training/seminars/conference?

Yes ☒ No ☐ others ☐

If yes, please specify courses:

ENL LAW

Submitted by:

  
IBRAHEM A. FACTUAR  
Attendee

Noted by:

  
EDWIN I. CAC  
Supervisor

May 4, 2022  
Date