



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : All Undersecretaries and Assistant Secretaries
All Heads of Offices, Central Office
All Regional Executive Directors
All Bureau Directors
All Heads of Attached Agencies

FROM : The OIC Director
Human Resource Development Service

SUBJECT : INVITATION TO PARTICIPATE IN THE 4TH CES PUBLIC LEADERS' SUMMIT (PLS) ORGANIZED BY THE CAREER EXECUTIVE SERVICE BOARD

DATE : _____

This pertains to the attached invitation of the Career Executive Service Board (CESB) to the 4th CES Public Leaders' Summit (PLS) with the theme "Leading and Navigating Change" on 31 August to 01 September 2023, from 8:00 AM to 5:00 PM in Quezon City.

The summit is an annual two-day learning event which features thought leaders, pioneering advocates, and other eminent persons from various disciplines to inspire and motivate CES members in their leadership journey and pursuit of service excellence.

In this regard, interested CESOs, CESEs and incumbent of third level positions shall submit duly accomplished Endorsement Form (see attached) signed by their respective supervisor through the DENR-HRDS L&D Portal link: bit.ly/LNDportal on or before 25 August 2023, for the processing of Special Order.

The registration fee in the amount of Seven Thousand Pesos (PhP 7,000.00) per participant shall be charged against their respective office's funds, subject to the existing accounting and auditing rules and regulations. The participants are entitled to earn an equivalent of sixteen (16) hours of training credits.

For your information and consideration.

M. M. Marcelo
MIRIAM M. MARCELO



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ENDORSEMENT FORM FOR LEARNING EVENT

| Course Title: | | | |
|--|-----------------------|---------------------------|-------------------------|
| Learning Service Provider: | | | |
| Learning Event Objective(s): | | | |
| Date Covered: | | | |
| Name of Learner(s) | Position/Designation | Target(s) for Development | Signature of Learner(s) |
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| <p>This office certifies that the attendance of the above-mentioned personnel to the learning event stated in this form will not hamper in the delivery of service by this office. Also, all expenses to be incurred from this activity including registration fee is chargeable against this office, subject to the provisions of the National Budget Circular No. 563 dated April 22, 2016 and to the usual accounting and auditing rules and regulations.</p> | | | |
| <p>_____</p> <p>Head of Office</p> | | | |
| <p>_____</p> <p>Designation</p> | | | |
| <p>_____</p> <p>Date</p> | | | |
| Office/ Division/ Section/ Unit: | Tel. Nos.: | | |
| Office/ Region/ Bureau/ Attached Agencies: | Office Email Address: | | |