



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : All Regional Executive Directors, Bureau Directors
and Heads of Attached Agencies

ATTN : Chief Administrative Officer and HRM Officers
Administrative Division/Personnel Section/Unit

FROM : The OIC Director
Human Resource Development Service

SUBJECT : SUBMISSION OF SUMMARY OF PERSONNEL
COMPLEMENT AND UPDATED DIRECTORY OF
OFFICIALS AND PERSONNEL HOLDING KEY POSITIONS
AS OF JUNE 30, 2023

DATE : 07 July 2023

This pertains to the Letter from the House of Representatives – Committee on Appropriations requiring the submission of budgetary requirements relative to the review of the Department's FY 2024 proposed budget. Part of the requirements are the Summary of Personnel Complement (Form E) and updated directory of officials and personnel holding key positions as of 30 June 2023.

In view of the above, you are hereby requested to accomplish the attached forms and email them to **denrcohrstat2020@gmail.com** not later than **10 July 2023 12:00 PM**.

For compliance.


MIRIAM M. MARCELO