



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

FOR : **The Regional Executive Director  
The Assistant Regional Director for Management Services  
DENR Region IVB, MIMAROPA**

ATTN : Chief, Administrative Division  
Chief, Personnel Section/ Units  
Focal Persons

FROM : The OIC Director  
Human Resource Development Service

SUBJECT : **REMINDER ON THE SUBMISSION OF THE HUMAN  
RESOURCE STATISTICS REPORT AND UPDATED  
PLANTILLA FROM JANUARY TO OCTOBER 2023**

DATE : November 21, 2023

This pertains to the required monthly submission of the Human Resource Statistics Report to the Personnel Division, DENR Central Office.

Please be informed that your Region has not submitted the abovementioned report for the months of January to October 2023. You may have missed this regular requirement due to priority concerns. In this regard, you are hereby requested to submit the ten (10) reports, one for each missed month, on or before **November 28, 2023**. The required forms, as enumerated below, have been sent to your registered focal person via email.

1. Plantilla of Personnel
2. Human Resource Statistics Report per office
3. Updated List of Appointees in 2023
4. Updated List of Employees Separated from the Office/Service in 2023
5. Updated Status Report and Action Plan on Vacant Positions
6. List of Personnel per Employment Status
  - a. Permanent
  - b. Casual
  - c. Contractual PS
  - d. Contract of Service
7. List of officials on floating status
8. Directory of Officials with picture
9. List of foresters assigned by office
10. Report on CESOs and CES Eligibles Occupying Non-CES positions

11. Number of employees by educational attainment (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
12. Number of employees by length of service (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
13. Number of employees by position level (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
14. Number of employees by age (Regular, CTI, Casual, Contractual PS, Contract of Service/Job Order)
15. Number of foresters per plantilla (Forest Ranger, Forest Technician I, Forest Technician II, Forester I, Forester II, Forester III)

Submission of HR statistics report provides insights that aid the Department in making data-driven decisions and initiating programs for its employees. The cooperation of all Offices is vital for this endeavor. To this end, your prompt submission will be highly appreciated.

*M. M. M.*  
MIRIAM M. MARCELO

CF: Undersecretary for Field Operations -  
Luzon, Visayas and Environment