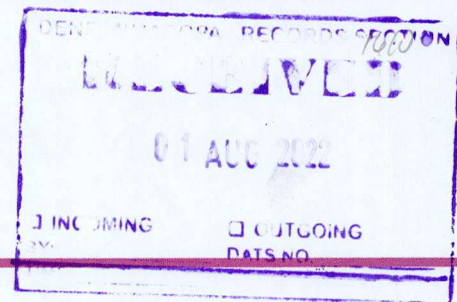




Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque



July 28, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services
The OIC-Assistant Regional Director for Technical Services

FROM : The OIC – PENR Officer

SUBJECT : SUBMISSION OF HUMAN RESOURCE MERIT
PROMOTION AND SELECTION BOARD (HRMPSB)
SCHEDULE OF ACTIVITIES OF PENRO
MARINDUQUE

Submitted is the Human Resource Merit Promotion and Selection Board (HRMPSB) Schedule of Activities of PENRO Marinduque.

For information and record


IMELDA M. DIAZ

HRMPSB SCHEDULE OF ACTIVITIES
DENR - PENRO MARINDUQUE

| HRMPSB ACTIVITIES | July 2022 | | | | August 2022 | | | | September 2022 | | | |
|---|-----------|---|---|---|-------------|---|---|---|----------------|---|---|---|
| | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 1 Scanning of Documents Preparation of General List of Applicants | | | | | | | | | | | | |
| 2 Pre-Screening of Applicants (PENRO HRMPSB) | | | | | | | | | | | | |
| 3 Screening of Applicants | | | | | | | | | | | | |
| 4 Sending of Notice to Qualified/Disqualified Applicants | | | | | | | | | | | | |
| 5 Preparation of CES | | | | | | | | | | | | |
| 6 Sending of Notice to Qualified Applicants for Examination Schedule | | | | | | | | | | | | |
| 7 Examination of qualified applicants | | | | | | | | | | | | |
| 8 Checking of Exams | | | | | | | | | | | | |
| 9 Interview (SG 15 and Below) | | | | | | | | | | | | |
| 10 Interview (SG 15 and up) | | | | | | | | | | | | |
| 11 Deliberation | | | | | | | | | | | | |
| 12 Preparation of CER and Resolutions | | | | | | | | | | | | |
| 13 Submission to the RED of pertinent documents for selection | | | | | | | | | | | | |

Prepared by:

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Reviewed by:

Gemma P. Delos Reyes
GEMMA P. DELOS REYES
In-Charge Management Services Division

Approved by:

Imelda M. Diaz
IMELDA M. DIAZ
OIC - PENR OFFICER

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DENR - PENRO MARINDUQUE

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| 12 Preparation of CER and Resolutions | | | | | | | | | | | | |
| 13 Submission to the RED of pertinent documents for selection | | | | | | | | | | | | |

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