



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

ADVISORY

FOR : Regional Executive Directors
DENR CAR, Region I, II, III & IV-MIMAROPA

In view of the conduct of the third batch of the **Learning Event on HR Systems**, please be advised of the following information:

1. **Date and Venue.** The learning event will be held on **November 8-11, 2022** at the Hue Hotel, Puerto Princesa, Palawan.
2. **Participants.** This batch shall include participants from the following offices:
 - DENR CAR
 - DENR Region I
 - DENR Region II
 - DENR Region III
 - DENR MIMAROPA
3. The list of authorized participants are attached as *Annex A*. OLMS IT focal persons have the option to join the event either face-to-face or via Zoom (Zoom details to be sent upon confirmation).
4. Accommodations will be provided for the participants of the event.
 - **Check-in, Check-out**
 - a. Check-in: 08 November 2022, 2 PM
 - b. Check-out: 11 November 2022, 2022, 12 NNAccommodations prior to and beyond the above check-in/out times shall be at the participants' own expense.
 - **Meals.** First meal to be served on November 8 will be lunch. Last meal to be served on November 11 will be PM snack.
5. **Attire.** Participants are advised to wear their office uniforms from Tuesday to Thursday, and smart casual attire on Friday.
6. Participants are also advised to bring the following:
 - a. EODB ID
 - b. Medicines for personal medications
7. Physical distancing and wearing of face mask shall be observed at all times during the event, except during meal time.

**An amendment to the Special Order shall be issued.*


8. On November 8 (Day 1), registration will start at 11:30 AM. The Opening Program will start at 1:00 PM. Program of Activities is attached as *Annex B*.
9. Transportation from the airport to the venue may be arranged. Please communicate your arrival schedules through the contact details listed below.
10. Participants shall confirm their participation in the event via this QR code/link:



<https://forms.gle/PRJXEutyFGGusqd37>

Should you have questions and/or clarifications, you may contact Ms. Michelle Regalado at telephone no. (02) 8928 7218 or (02) 8755 3330 loc 1007.

For information, dissemination and guidance.


MIRIAM M. MARCELO
OIC Director, Human Resource Development Service

Tayo ang Kalikasan!