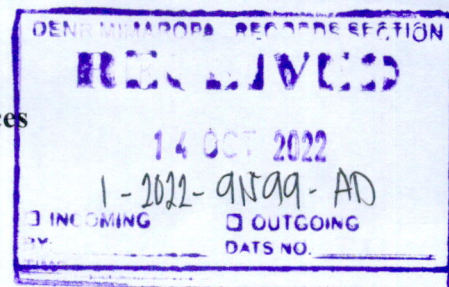




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
Website: <http://www.denr.gov.ph>



MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

OCT 12 2022

FROM : The OIC-Director
Human Resource Development Service

**SUBJECT : APPROVAL OF THE CONDUCT OF LEARNING
INTERVENTIONS NOT INCLUDED IN THE CY 2022
LEARNING AND DEVELOPMENT (L&D) PLAN**

This pertains to your Memorandum dated 12 August 2022 requesting approval to conduct the additional learning event that is not included in the DENR MIMAROPA Region L&D Plan for CY 2022.

We find the activity, Training on Policies and Procedures on Leave Administration to be held in August 2022 and Awareness Training on ISO 14001:2015 Environmental Management System to be held in the 3rd quarter or last week of August 2022, necessary and beneficial for DENR MIMAROPA Region.

Please be informed that the said events are now approved and recorded in the list of learning and development activities of DENR MIMAROPA Region for CY 2022.

For your information.

M. M. Marcelo
MIRIAM M. MARCELO



AUG 12 2022

AUG 18 2022

TIME @ 04:10 PM

MEMORANDUM

FOR : ATTY. ERNESTO D. ADOBO JR., CESO I
THE UNDERSECRETARY FOR LEGAL, ADMINISTRATION,
HUMAN RESOURCES, AND LEGISLATIVE AFFAIRS

THRU : ASEC HIRO V. MASUDA, DBA, CESO III
ASSISTANT SECRETARY FOR HUMAN RESOURCES,
STRATEGIC COMMUNICATION, AND SECTORAL
INITIATIVES

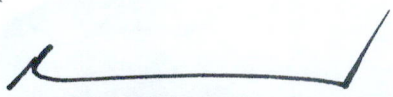
FROM : THE REGIONAL EXECUTIVE DIRECTOR

SUBJECT: REQUEST FOR THE APPROVAL OF THE CONDUCT OF
LEARNING INTERVENTION NOT INCLUDED IN THE CY 2022
LEARNING AND DEVELOPMENT (L&D) PLAN

Pursuant to the Operational Guidelines on the Preparation of Work and Financial Plan for FY 2022, which states that "Training programs that are not included in the L&D Plan have to be approved by the HRD Service prior to its implementation", we are requesting approval for the conduct of the following learning interventions in replacement to the programs that are included in the CY 2022 L&D Plan:

Learning Interventions that must be conducted which are not included in the submitted L&D Plan	Learning Interventions included in the L&D Plan that are to be replaced	Reason
1. Training on Policies and Procedures on Leave Administration to be held in August, 2022	Seminar on Competency-Based HR	Arising issues and concerns, especially on the leave administration that needs immediate action, as well as, the occurrence of the emergency incidence
2. Awareness Training on ISO 14001:2015 Environmental Management System to be held in the 3 rd or last week of August, 2022	Training on Technical Writing and CSW (conducted in CY 2021)	Current thrust and instruction from the DENR Central Office

For kind consideration, please.


LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director



Department of Environment
and Natural Resources
MIMAROPA Region



Doc ID: 91599