MEMORANDUM

TO : **LORMELYN E. CLAUDIO**, *CESO IV*
Regional Executive Director
Region IV - MIMAROPA

2 4 OCT 2022

FROM : **THE ASSISTANT SECRETARY**
Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT : **INVITATION TO DELIVER A MESSAGE DURING THE OPENING PROGRAM OF THE LEARNING EVENT ON HUMAN RESOURCE (HR) SYSTEMS**

In line with the Department's compliance with the Civil Service Law and rules and regulations in the implementation of other HR programs and maintenance of HR records, the Human Resource Development Service (HRDS) will conduct four (4) batches of 4-day **Learning Event on HR Systems**.

In preparation for a higher maturity level under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and to provide efficient and responsive services to DENR personnel and external clients, the various units of HRDS recognize the need to empower their counterparts in the regional and field offices through an orientation on the various HR systems and policies.

With this, it is with great honor to invite you to grace the said event and deliver a **Message** on **08 November 2022, 1:00 PM** in **Puerto Princesa, Palawan.** Your presence and insights will inspire and motivate the attendees to excellently perform their sworn duties and responsibilities.

Attached are the draft message and program for your reference. We will appreciate a response by submitting the reply slip at our email address: recruitmentdenrco@denr.gov.ph. For questions and clarifications, your staff may contact Personnel Division, at 8928-7218, 8929-6626 loc. 2067 and 0977-8300323.

For favorable consideration.

HIRO V. MASUDA, *DBA, CESO III*

"Learning Event on Human Resource Systems"
November 8, 2022, 1:00 PM in Puerto Princesa, Palawan

REPLY SLIP

Please check your response and fill in the corresponding space provided below:

_____ I will attend.
_____ I CANNOT attend.

Name and Signature: _____
Office: _____