



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

DENR ADMINISTRATIVE ORDER

No. 2002-24

OCT 28 2002

SUBJECT: GUIDELINES ON THE CONDUCT OF ELIGIBILITY ASSISTANCE ACTIVITIES FOR DENR EMPLOYEES

The Department is committed to professionalize its rank-and-file employees. It encourages these employees to acquire the necessary eligibilities that would qualify them for higher positions and/or would include them in the pool of Civil Service eligibles.

In order to attain this, the conduct of eligibility assistance activities for DENR employees is hereby authorized and should be a regular activity of the Human Resource Management Service (HRMS).

A. Review Classes

This program is for rank-and-file employees with salary Grades 1 to 11 to prepare/assist them to take Career Service (Professional and/or Sub-professional) and the Technical Education and Skills Development Authority (TESDA) Skills Examination.

The following conditions must be met in order for an employee to qualify to attend the review classes:

1. Permanent/Casual employee with at least two (2) years of uninterrupted service in the Department;
2. Has at least a Very Satisfactory (VS) Performance Rating for the last two (2) rating periods prior to the attendance to the Review Class;
3. Has no pending administrative and/or criminal charges;
4. Nominated in writing by the head of office who shall endorse said nomination to the Office of the Assistant Secretary for Finance and Management Services, through the HRMS;
5. Expenses for the purpose shall be collectively shouldered by the examinees chargeable against the funds of their respective offices, subject to the availability of funds and the usual accounting and auditing rules and regulations. The cost/amount shall be included in the Special Order authorizing the attendance of the nominee in the particular review class;
6. Employees are allowed to charge their participation in the review class to their respective offices **only once**;
7. Once nominated and accepted to the review class, deferment shall not be allowed, except for very justifiable reasons, as determined by the Assistant Secretary for Finance and Management Services;

Let's Go Green

2002.10.28

8. The employee shall take the appropriate examination scheduled to be conducted immediately after attending the Eligibility Assistance Class; and
9. A report of participation in the applicable examination shall be submitted to their respective offices (Human Resource Management Service / Bureaus/ Regional Offices).

B. Special Examination

To further assist DENR employees, the HRMS shall coordinate with the Civil Service Commission (CSC) and the Technical Education and Skills Development Authority (TESDA) for the conduct of special examination, exclusively for DENR.

C. Program Implementation

The Director of Human Resource Management Service (HRMS) shall coordinate, design and facilitate the eligibility assistance program for DENR Central Office personnel. The Directors/Heads of the bureaus/attached agencies shall see to it that this program is implemented in their respective offices. The respective Regional Executive Directors (REDs) and Regional Directors (RDs) shall be responsible for the program implementation in the regions. They shall coordinate with the HRMS-CO for record and information.

D. Submission of Examination Results

All offices shall prepare and submit a Report of Rating for successful examinees to HRMS who shall then forward same to the Personnel Division for centralized recording and inclusion in the **Roster of Eligible DENR employees**.

This DAO takes effect immediately and supersedes other issuance/s inconsistent herewith.


MEHERSON T. ALVAREZ
Secretary

OCT 28 2002