



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR

Region VI, Iloilo City
Pepita Aquino Street, Port Area, 5000 Iloilo City
Telefax No. (033) 503-3910 *email ad-r6@denr.gov.ph



August 31, 2022

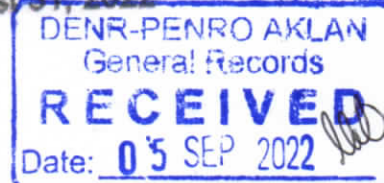
MEMORANDUM

TO : All PENR Officers

ATTENTION : Chief, MSD/HRMOs of PENROs
Personnel in-charge of HR Documents

FROM : The Regional Executive Director

**SUBJECT: RECONCILIATION OF PLANTILLA OF PERSONNEL AND OTHER
HR RELATED DOCUMENTS IN SUPPORT TO PERSONNEL
SERVICES (PS)**



Upon the conduct of PS validation by the Central Office, numerous data discrepancies in the GMIS-PSIPOP Plantilla/Expanded Plantilla of your personnel have been encountered. These are core data that are being use in our PS which we regularly request with the Department of Budget and Management (DBM) for the salaries, allowances and bonuses of our employees.

With such findings, may we request your PENRO HRMOs or in charge in the plantilla and HR related documents to visit the Administrative Division to reconcile the discrepancies on the dates specified below:

PENRO Iloilo	September 5 to 7, 2022
PENRO Guimaras	September 8 to 9, 2022
PENRO Antique	September 13 to 15, 2022
PENRO Capiz	September 19 to 20, 2022
PENRO Aklan	September 22 to 23, 2022
PENRO Negros Occidental	September 27 to 29, 2022

The following are the needed data/documents to be prepared by your office:

1. Plantilla of Personnel per Province (Excel and GMIS-PSIPOP)
2. Approved Notice of Step Increments CY 2022
3. List of Loyalty Pay (Masterlist)
4. Updated Service Records
5. Retirement Documents of Retirees
6. Report on Separation from January to August 2022
7. Other supporting documents (Ex. Birth Cert., Marriage Cert., Assumption of Duty et. al.)

Please bring your laptop and e-copies of the documents stated above. The reconciliation of data will greatly impact the uniformity and consistency of our record keeping as well as to address PS deficiency in the current year. The final output of this validation shall be submitted to the Central Office with a deadline set on October 15, 2022.