



Republic of the Philippines
Department of Natural Resources
OFFICE OF THE SECRETARY
Diliman, Quezon City

December 28, 1976

MEMORANDUM CIRCULAR

NO. 2
Series of 1976

SUBJECT: Observance of Flag-raising
and Retreat Ceremonies in
DNR Compound, Q.C.

1. In order to instill respect for the national flag and imbue the spirit of nationalism in our employees, it is hereby ordered that flag-raising and retreat ceremonies be held every Monday morning and Friday afternoon, respectively, at the area fronting the newly-constructed DNR Flag pole.

2. For this purpose, each Service, Division or Unit herein designated shall take charge of the ceremonies in accordance with the following weekly schedule every month:

1st week - Administrative Service and
Intelligence & Security Unit

2nd week - Financial & Management Service and
COA Staff

3rd week - Planning Service and ASEC Staff

4th week - Legal Service and OSEC & Operations
Staff

3. The flag-raising shall commence promptly at 7:45 a.m. every Monday and the retreat at 4:45 p.m. every Friday. The uniformed security force, except those that are necessary to secure the DNR Building, shall lend assistance in the raising and lowering of the national flag.

4. All employees shall go out of the building and participate in the ceremonies. As in ceremonies of this nature, everyone shall stand at attention and give due respect to the national flag by participating in the singing of the "Pambansang Awit."

5. This Order shall take effect beginning Monday, January 3, 1977 and shall be in force on all Mondays and Fridays thereafter.

Please be guided accordingly.

J. Antonio Aguenza

J. ANTONIO AGUENZA

Acting Assistant Secretary
Officer-in-Charge, DNR

Republika ng Pilipinas
KAGAWARAN NG LINGKURONG PANLAHAT
(Department of General Services)
Tanggapan ng Kalihim
Lungsod ng Quezon

MEMORANDUM CIRCULAR NO. 2
July 12, 1976

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND INSTRUMENTALITIES, OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT OWNED CONTROLLED CORPORATIONS.

SUBJECT : CLEANLINESS AND BEAUTIFICATION OF NATIONAL OFFICES, BUILDINGS AND PREMISES.

As ordered by His Excellency, President Ferdinand E. Marcos, the government sector must take the lead in the nation-wide effort to make the Philippines a clean and beautiful country.

In order to maintain, therefore, the gains already attained in the cleanliness and beautification campaign of the National Government and give greater momentum to the same, all heads of Departments, Bureaus, Offices and Instrumentalities of the National Government, including government owned/controlled corporations, are hereby enjoined to re-intensify immediately all efforts toward the objectives of the cleanliness and beautification drive, especially in Metro Manila.

Towards this end, it is hereby recommended that:

1. More attention should be given by the agency head to the proper and adequate maintenance of offices, buildings and premises occupied by them.
2. All agency administrative officers should be made primarily responsible for the formulation and implementation of the agency's cleanliness and beautification campaign.
3. More funds from the agency's budget (07-for Supplies and Materials) should be channeled to the agency's cleanliness and beautification campaign.

It is hereby informed that the Department of General Services, through the Bureau of Building and Real Property Management, shall henceforth monitor the progress of an agency's cleanliness and beautification program. Inspection teams of this Department and the BBRPM shall make periodic visits to an agency and check on its cleanliness and beautification program.

Your cooperation in this regard is enjoined.

(SGD) CONSTANCIO E. CASTEÑADA
Secretary



Republic of the Philippines
Department of Natural Resources
OFFICE OF THE SECRETARY
Diliman, Quezon City

July 23, 1976

MEMORANDUM CIRCULAR

To : All DNR Employees
From : The Secretary of Natural Resources
Subject : PROGRAM FOR FOREST ECOSYSTEM
MANAGEMENT (PROFEM)

1. His Excellency, President Ferdinand E. Marcos has called upon all government agencies and all citizens to get involved actively in the renewal of our forests as well as in the establishment of orchards and agro-forests, throughout the country, by way of LOI Nos. 423 and 424.

2. I wish to appeal personally to all employees of the Department of Natural Resources to volunteer their services in planting and maintenance activities. Key personnel are expected to steer their fellow workers into planting at least one tree every month during the rainy season and care for these until maturity. The Bureau of Forest Development District Foresters shall designate planting areas for the employees of the Bureau of Fisheries and Aquatic Resources, Bureau of Mines, Bureau of Lands and Bureau of Forest Development employees at all levels.

3. Key personnel of the different Bureaus can obtain their area assignments and their seedling requirements from the nearest District Forester immediately to take advantage of the remaining period of the wet season.

4. Key personnel at all levels are required starting August 1976 to submit a monthly report to the Office of the Secretary indicating among other things, the names of persons who participated in planting and maintenance activities, the number of seedlings planted and the area planted during the month.

5. For your information and guidance.


JOSE J. LEIDO, JR.