



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : **DENR OFFICIALS AND EMPLOYEES**
DENR Central Office

FROM : **The Director**
Administrative Service

DATE : **January 7, 2004**

SUBJECT : **SECURING COMMUNITY TAX CERTIFICATE AT DENR**
LOBBY ON 12 - 16, JANUARY 2004

The Records Management and Documentation Division (RMDD) has coordinated with the office of Quezon City Vice Mayor to allow DENR officials and employees secure their Community Tax Certificate at the lobby starting Monday (12 January 2004) to Friday (16 January 2004).

This activity marks the first step of RMDD, for the year, towards informing employees of the important role of the division in providing services to its clients, both internal and external.

The Community Tax Certificate is often required in the processing of personal and official transactions and hassles and rushing may be avoided by participating in this activity.

For information.


RAMON M. EZPELETA, CESO IV