



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : ALL HEADS OF OFFICE
DENR Central Office

FROM : THE DIRECTOR
Administrative Service

SUBJECT : SAFETY PRECAUTIONS

DATE : 19 February 2004

We received a report from the DENR Security Force regarding a water dispenser with the spout left open and unattended, thereby flooding the area where it is stationed. This incident should alarm us not only because it is contrary to the water saving campaign we are advocating but also because we have electrical installations in our floorings. Seepage of water into electrical outlets will cause short-circuit of the wirings. This could spread through other connections and put our lives and properties in danger.

We are seeking your support in enjoining our employees to become more vigilant in safeguarding our properties. The last person to leave the office should take upon himself/herself the responsibility of ensuring that all equipment are turned off before going out. Also, we must place our water dispensers in an area that is visible to everyone yet far from electrical installations.

Your cooperation will help us in the successful implementation of security and safety measures.


RAMON M. EZPELETA, CESO IV