



OCT 06 2004

Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

UMTS No. 2004- 10 . 443

**TO : ALL HEADS OF OFFICES
DENR Central Office**

**FROM : The Undersecretary
Management and Technical Services**

**SUBJECT : TRAINING ON EFFECTIVE RECORDS
MANAGEMENT FOR DENR RECORDS
OFFICERS**

In support of the DENR Environmental Management Systems (EMS) and in conformance with the EMS Procedures for training, awareness and competency, the Human Resource Development Service (HRDS) shall be conducting the Training on Effective Records Management for DENR Records Officers. This will be held at the Oscar Crispin Hall, Petrolab Building, Mines and Geosciences Bureau, North Avenue, Diliman, Quezon City.

In view of this, you are instructed to submit the names of the designated Records Officer in your respective offices to the Chief, Trainers Development Division HRDS, not later than 7 October 2004.

For your compliance.


ROLANDO L. METIN

MEMO
492