



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

UMTS No. 2004- 10.467

FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : THE UNDERSECRETARY
Management and Technical Services

SUBJECT : **OFFICE AND GROUNDS CLEAN UP**

DATE : **OCT 18 2004**

To give us time to prepare for the internal audit scheduled on the last week of October, a Clean Up will be conducted on 21 October 2004. The EMS Champions/Officers shall serve as focal persons in their respective offices.

Let us prioritize the disposal of obsolete records to unclog office spaces, labeling of files and posting of signages for reminders on energy use, disposal of waste, and safety concerns. Please note all fire hazards, mechanical, structural and electrical concerns and submit a report to the GSD for their proper action.

During the Clean Up, employees may opt not to wear their office uniform. Everyone will still be required, however, to wear his/her DENR ID.

Your participation is enjoined.


ROLANDO L. METIN

MEMO
555