



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM

UMTS No. 2004-_____

FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : THE OIC, OFFICE OF THE UNDERSECRETARY
Management and Technical Services

SUBJECT : **OBSERVANCE OF ALL SOULS' DAY (NOVEMBER 1)**

DATE : 26 October 2004

In view of the long weekend (October 30 – November 01), everyone is reminded to secure valuable office properties and documents inside locked cabinets. Leaving of personal items is discouraged. All electrical equipment must be properly turned off and unplugged from sockets.

Work shall resume on 02 November 2004, which has been declared by Malacañang as a working holiday.

For your guidance.


RAMON M. EZPELETA, CESO IV

MEMO
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