



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM
UMTS No. 2004- 11.505

FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : THE UNDERSECRETARY
Management and Technical Services

SUBJECT : **OFFICE AND GROUNDS CLEAN UP**

DATE : **NOV 22 2004**

Christmas is just around the corner. Before we start putting up our Christmas decorations and trimmings, let us make time for cleaning up of our offices on **07 December 2004**.

Offices with storerooms (bodega) for records and equipment should check those that are valueless. The RMDD and the GSD will facilitate their eventual disposal.

Please consider also the observations/findings shared with you during the closing meetings of the EMS internal audit when you rearrange office fixtures, label records/areas, etc.

The Centrotech personnel, Lockheed security guards, and authorized vendors shall be in-charge of cleaning up the grounds, under the supervision of the BGMS-GSD.

Your participation is enjoined.


ROLANDO L. METIN

MEMO
GSD

Let's Go Green