



November 18, 2004

**MEMORANDUM FROM THE SECRETARY**

**TO : ALL USECs, ASECs/ SERVICE/ PROGRAM/PROJECT DIRECTORS, CENTRAL OFFICE DIVISION CHIEFS, LINE & STAFF BUREAU DIRECTORS, REGIONAL EXECUTIVE DIRECTORS OF NCR, R-IV A & B, REGIONAL DIRECTORS OF MGB, EMB IV-A & B AND HEADS OF ATTACHED AGENCIES**

**SUBJECT : LAUNCHING OF LINIS ESTERO PROGRAM ON NOVEMBER 30, 2004**

In the interest of service the Department through the Environment Management Bureau is Launching the Linis Estero Program on November 30, 2004. The Program is envisioned to be a continuing activity to be sustained by deputized groups from the Business Sector/Academe and NGO's. Said event will be launched simultaneously in four (4) venues as follows:

- Venue 1 - Estero de Paco along San Gregorio Bridge, Paco Manila
- Venue 2 - Maytunas Creek located at Barangay Hagdan Bato, Libis, Mandaluyong
- Venue 3 - Dario creek River at Bahay Toro, Baesa, Quezon City
- Venue 4 - San Juan River, Barangay Progreso San Juan

In support to the Program, you are hereby instructed to organize a contingent of at least fifty (50) employees to participate in the clean-up activities. Deployment of office contingent shall be as follows:

**VENUE ASSIGNMENTS**

<b>VENUE</b>	<b>OFFICE</b>	<b>LOCATION</b>	<b>USEC ASSIGNMENT</b>
Venue 1 –Manila	EMB NRDC MGB R-IV A&B LMB	Estero de Paco along San Gregorio Bridge, Paco Manila	USEC Ramon J.P. Paje
Venue 2 – Mandaluyong	EMB-NCR NAMRIA LLDA PMI COLLEGES	Maytunas Creek located at Barangay Hagdan Bato, Libis, Mandaluyong	USEC Demetrio L. Ignacio

Venue 3 Quezon City	-	EMB IV-A PAWB MGB IV-A Central Office NCR FMB	Dario Bahay Toro Baesa, Quezon City	USEC Manuel D. Gerochi
Venue 4 Juan	-San	EMB IV B PMI College NWRD NRMB	San Juan River, Barangay Progreso San Juan	USEC Deinrado Simon D. Dimalibot

In each venue an Undersecretary shall be assigned to oversee the Clean-up activity and represent the Secretary in the Program, a generic message from the Secretary shall be provided by NSWMC.

While the Central Office, all USECs, ASECs, Service/Program/Project Directors are likewise instructed to organize your respective contingents and deploy them to your designated areas ( per schedule provided in the previous page), as follows:

Office of USEC/ASEC/Service Directors	-At least two personnel
Division	-At least ten personnel
Program/Project	-At least five personnel

All Heads of offices, are also instructed to provide your respective contingent the necessary materials and administrative requirements needed for the activity as follows :

1. Cleaning materials
  - Sufficient number of Sacks  
( for collected debris/trash)
  - Scoop (pole with nets at the end)
  - Gloves (disposable)
2. Transportation
3. Food

Submit names of your respective contingents to the Office of the Director Special Concerns Office not later than November 23, 2004.


On the activity day your respective contingents are required to be at your designated venue by 6:00 a.m. for the assembly/registration and program (program attached).

Attendance of your respective personnel shall be on official time and are entitled to a one day offsetting. To ensure attendance of your staff assign a team to monitor the attendance of your respective staff. The monitoring team shall then forward the attendance report to your respective personnel Division/ Section duly certified for their availment of the one day offsetting.

All expenses that would be incurred relative thereto shall be charged against your respective office funds subject to the existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be enforced on the duration of the activity.

For compliance.

  
**MICHAEL T. DEFENSOR**  
Secretary 