



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. 2004-11.512

TO : THE REGIONAL EXECUTIVE DIRECTORS AND
REGIONAL DIRECTORS
DENR NCR, Regions IV-A, IV-B, EMB and MGB

THE PRESIDENT
Natural Resources Development Corporation

FROM : THE UNDERSECRETARY
Management and Technical Services

SUBJECT : **REPORTING OF MONTHLY WATER AND FUEL
CONSUMPTION**

DATE : 30 November 2004

We have noted that the delay in your submission of the subject reports is due to the cost sharing in your water and electricity bills since your offices share one building. We anticipate that this concern will prevent you from meeting the deadline for submission of subsequent reports.

You are, therefore, advised to submit one report for water consumption and one for electricity provided that these are signed by all heads of offices occupying the building.

For compliance.


ROLANDO L. METIN

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