



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : ALL EMPLOYEES
DENR Central Office
Forest Management Bureau
Environmental Management Bureau

FROM : The Director
Administrative Service

SUBJECT : **MECHANICS FOR CHRISTMAS RAFFLE DRAW
ON DECEMBER 13, 2004**

DATE : 08 December 2004

Due to the cancellation of the Annual DENR Christmas Party scheduled for December 17, 2004 several prizes were already solicited for that event. In view of this, a Christmas Raffle draw will be held on December 13, 2004 Monday after the Flag Raising Ceremony to give away said prizes. The following are the mechanics for the draw:

1. All employees, permanent, casual, contractual and those who are detailed to the DENR Central Office, Forest Management Bureau and Environmental Management Bureau are eligible to join.
2. In place of raffle stubs you are required to drop your official Identification Cards issued by your office at the designated *tambolo* before the draw starts. YOUR DENR EMPLOYEE ID will be the ONLY valid entry for the draw. An announcement will be made before the draw will commence.
3. Prizes will be drawn at random from the prize *tambolo* and the winner from the ID *tambolo*.
4. Winners should be present during the draw or else the prize will be forfeited.
5. Identification cards may be claimed from the Personnel Division after the last prize and winner is drawn on that day.

For your information and guidance


RAMON M. EZPELETA, CESO IV

Noted:


ROLANDO L. METIN
Undersecretary
Management and Technical Services