



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

TO : THE REGIONAL EXECUTIVE DIRECTORS, REGIONAL DIRECTORS, BUREAU DIRECTORS, HEADS OF ATTACHED AGENCIES

FROM : THE UNDERSECRETARY

SUBJECT : **DATA ON EXPENDITURE FOR OFFICE SPACE RENTALS**

DATE : 29 March 2005

Using the attached form, please fill in the information asked related to the subject data to include all PENROs, CENROs, and other offices under your jurisdiction.

Please fax accomplished form to fax number 9252340 c/o the Administrative Service **on or before 12 April 2005.**

For compliance.


ARMANDO A. DE CASTRO

Memo 107

EXPENDITURE FOR OFFICE SPACE RENTALS

Region/Bureau: _____

OFFICE	BLDG. NAME EXACT ADDRESS	OWNED BY	AREA RENTED (in sq.m.)	CONTRACT INITIATED ON (mm-yyyy)	CONTRACT DURATION (mm-yyyy to mm-yyyy)	RENTAL COST (in pesos)
TOTAL						

Prepared by:

Administrative/Property Officer

Date: _____

Noted by:

RED/RD/Bureau Director/Head of Office