



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM

TO : **ALL RMDD STAFF**

FROM : **The Acting Chief**
Records Management & Documentation Division


SUBJECT : **HABITUAL ABSENTISM AND AUTHORIZED ABSENCE**

DATE : **September 02, 2005**

I have noted that some of the RMDD Staff, do not report to work regularly. Your attendance affects our overall performance of the Division.

Please observed the rules and regulations as stipulated in the DENR Circular No. 01 dated April 11, 1991 on Absentism and Tardiness and CSC Memo Circular No. 4, Series 1991 dated January 27, 1991 "Policy on Absentism and Tardiness".

Please be guided accordingly


JANE G. BAUTISTA

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Let's Go Green!

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