



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 FROM THE SECRETARY

TO : ALL HEADS OF OFFICE  
Regional Offices, Bureaus and Attached Agencies

ATTN : Administrative Officers

SUBJECT : **USE OF INTERNATIONAL AND NATIONAL DIRECT  
DIAL (IDD AND NDD) FACILITIES**

DATE : JAN 19 2005

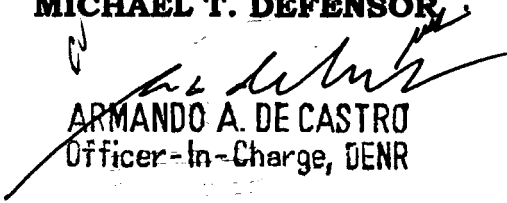
---

In compliance with the Memorandum dated 11 November 2004 from Executive Secretary Eduardo R. Ermita and in line with our austerity measures, you are directed to implement guidelines that will minimize the use of international and national direct dial facilities and to ensure that telecommunications facilities are used for official purposes only.

We are required by Malacañang to submit a report to the Department of Budget and Management that will include details of the historical costs of our telecommunications expenses. Please submit your respective reports to the Administrative Service, using the attached format.

For strict compliance.

**MICHAEL T. DEFENSOR**

  
**ARMANDO A. DE CASTRO**  
Officer-in-Charge, DENR



MEMO  
26

DEPARTMENT SAVINGS ON TELECOMMUNICATIONS EXPENSES

AGENCY: Department of Environment and Natural Resources

OFFICE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I. LANDLINE PHONES

No. of units in use \_\_\_\_\_

MONTH	AMOUNT PAID FOR SUBSCRIPTION AND CALLS	HANDY PHONES SUBSCRIPTION/PREPAID CARDS CONSUMED
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
TOTAL		

II. MEASURES ADOPTED TO REDUCE TELECOMMUNICATIONS EXPENSES (*Please attach supporting document/s*)

Submitted by:

Reviewed by:

Administrative Officer

Head of Office