



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : All Regional Executive Directors
Bureau Directors
Regional Directors, MGB and EMB
Heads of Attached Agencies
Heads of Offices, DENR Proper

FROM : The Undersecretary
Management and Technical Services

SUBJECT : **REQUEST FOR THE UNDERSIGNED'S ATTENDANCE
TO INVITATIONS**


DATE : 24 October 2005

This Office has been receiving various requests which sometimes overlap with other invitations. Some of these invitations do not provide the complete information and actions expected to the undersigned, resulting to misinformation and hurried preparation.

Henceforth, for our mutual convenience, you are advised that all requests be coordinated properly to my Office for my consideration and approval.

It is further requested that the same be accompanied with the corresponding program of activities, itinerary and other deliverables expected of me on said invitations.

For your information and guidance.


ARMANDO A. DE CASTRO

Memo 287