



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

TO : All Heads of Offices, Directors, Division Chiefs, Project Managers of Central Office-Based Projects and Others Concerned, OSEC- Central Office

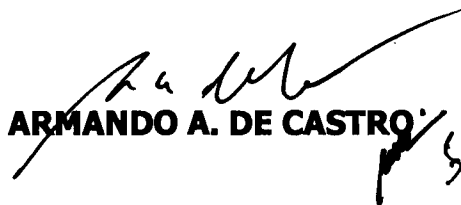
FROM : Undersecretary for Management and Technical Services

SUBJECT : **SUBMISSION OF DISBURSEMENT VOUCHERS, CONTRACTS AND OTHER RELATED DOCUMENTS**

DATE : November 30, 2005

To facilitate the timely closing of the books of accounts as required by COA and DBM and in order to determine the extent of obligations of OSEC- Central Office for the current year, you are hereby requested to submit to the **Budget Division** not later than **10 December 2005** all unpaid/unobligated disbursement vouchers, contracts and other related documents chargeable against various funds. Balances that may be realized after this date shall be utilized in accordance with our standing policy.

For your strict compliance.


ARMANDO A. DE CASTRO

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