



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

DEC 15 2005

TO : All Officials and Heads of Offices
All Project Offices
DENR-Central Office

FROM : The Undersecretary
Management and Technical Service

SUBJECT : REITERATION OF DMC 2005-14, DATED OCTOBER 14,
2005 ENTITLED "DISSEMINATION OF ISSUANCES AND
INFORMATION VIA E-MAIL"

Pursuant to the above-noted subject, we have been disseminating issuances and information, scanned in PDF format and further optimized in 4.0 and later version, since November 2005, through the accounts furnished by the Management and Information System Division (MISD). It has been observed that some offices do not acknowledge receipt thereof.

In this regard, focal persons of respective offices are hereby instructed to monitor regularly their e-mails and acknowledge all documents received by clicking on "Request [Read receipt now]".

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For the effective implementation of the subject Memorandum Circular, please provide us your official e-mail address and an alternate e-mail address (clearly indicating the name of your region/bureau/office), the name of focal person authorized to open your e-mails and your telephone number until December 22, 2005. Effective January 2006, all issuances and information will be sent to your accounts and disseminating hard copies of these will be stopped.

For inquiry regarding this matter, please coordinate with the Acting Chief, Records Management and Documentation Division through telephone numbers 9262694 or 9296626 local 2157. You may also reply via rmdd@denr.gov.ph or jdlayola@denr.gov.ph.

For strict and immediate compliance.


ARMANDO A. DE CASTRO

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