



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : ALL DENR OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : The Director
Administrative Service

SUBJECT : FIRST COME, FIRST SERVED POLICY ON
VEHICLES FOR DISPATCH

DATE : February 9, 2005

Please be informed that the Department has a limited number of dispatch vehicles serving Officials and employees. The General Services Division (GSD) recently decided to adapt FIRST COME, FIRST SERVED policy to make schedules of vehicles in proper order. GSD would appreciate it, if you submit your requests to the Motor Pool Section 3 days before your scheduled Official trip.

Please be informed further that assignment of vehicles depends on the availability of the same.

For information.


RAMON M. EZPELETA

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