



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM

TO : ALL DESIGNATED PROPERTY CUSTODIAN DENR PROPER

**FROM : The Director,
Administrative Service**

SUBJECT : MEETING ON SUPPLY AND PROPERTY MANAGEMENT

DATE : 10 February 2005

As designated caretakers of property in your respective offices under Special Order No. 04 – 648 you are hereby invited to attend a meeting on February 17, 2005, at the office of the Chief, General Services Division at exactly 9:00 o'clock in the morning to deliberate the following agenda:

1. Duties and responsibilities;
2. Annual Inventory of properties
3. Inventory of equipment, supplies and materials;
4. Preparation of reports;
5. Other matters.

Your attendance is highly appreciated.


RAMON M. EZPELETA

MEMO
50