



Republic of the Philippines
Department of Environment and Natural Resources

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February 18, 2005

FOR : ALL HEAD OF OFFICES, DENR PROPER
ATTENTION : PROPERTY CUSTODIAN & SUPPLY OFFICERS
FROM : The Director
Administrative Service
SUBJECT : **NOTICE ON PHYSICAL COUNT OF OFFICE SUPPLIES
AND MATERIALS AND INVENTORY OF OFFICE
EQUIPMENT/PROPERTIES**

Please be informed that the General Services Division, Administrative Service is sending out inventory teams to conduct physical count of stocks of office supplies and materials in your respective offices in March 2005 to rationalize the DENR procurement, stocking and distribution for Calendar Year 2005.

Likewise, the Division is currently conducting physical inventory of office equipment/ properties, furniture and fixtures for C.Y. 2004 for submission to COA & Accounting Division in accordance with New Government Accounting System (NGAS).

Please advise your designated property custodian and supply officers to extend full cooperation to the inventory teams in order to attain their objectives.

For information and compliance


RAMON M. EZPELETA, CESO IV

Let's Go Green!

MEMO
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