



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Dilliman, Quezon City, 1100  
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 CONCERNED DRIVERS AND EMPLOYEES

**FROM :** The Director  
Administrative Service

**SUBJECT :** PROPER TURNOVER OF DENR DISPATCH  
VEHICLES TO THE GUARD ON DUTY

**DATE :** February 17, 2005

This is to remind you that all DENR dispatch vehicles must be parked at the DENR compound upon the expiration of the trip ticket or after office hours.

In this connection, you are directed to surrender keys to the guard on duty and strictly observe proper turnover procedures after the vehicle has been parked in the designated area inside the compound.

For strict compliance.

  
RAMON M. EZPELETA

MEMO  
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