



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

TO : **ALL DIRECTORS**
Public Affairs Office
Special Concerns Office
Foreign Assisted and Special Project Office
Planning and Policy Service
Financial and Management Service
Administrative Service
Human Resource Development Service
Legal Service

FROM : The Undersecretary
Management and Technical Services

SUBJECT : **SUBMISSION OF A LEAN ORGANIZATIONAL
STRUCTURE AND POSITION CHART**

DATE : FEB 28 2005

In line with the organizational development and preparation of the department rationalization plan, you are hereby instructed to submit a "lean" organizational structure and position chart.

Based on your careful evaluation of the organizational staffing pattern, the "lean" organizational and position chart should indicate areas where we can eliminate/minimize overlaps and duplication of functions. Also, consider the long term sustainability of such as structure ensuring cost-effective public service.

Submit abovementioned data to the Office of the Undersecretary for Management and Technical Services **on or before March 7, 2005**. For clarification, please contact the Secretariat at telephone numbers 926-2691/9287218.


ARMANDO A. DE CASTRO