



Republic of the Philippines  
Department of Environment and Natural Resources  
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929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

October 8, 2020

**MEMORANDUM**

**FOR/TO : All Officials and Employees**  
DENR Central Office

**FROM : The Director**  
Administrative Service

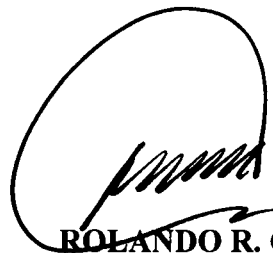
**SUBJECT : PROPER DISPOSAL OF USED FACE MASKS, FACE SHIELDS**  
**AND OTHER PERSONAL PROTECTIVE EQUIPMENT**  
**WITHIN THE DENR CENTRAL OFFICE COMPOUND**

In order to sustain the efforts of Department to prevent the spread of COVID-19 at the DENR Central Office, everybody is reminded to properly dispose of used face masks, face shields, mask filters, gloves and other personal protective equipment (PPE) at labeled trash/garbage bins dedicated for the purpose.

The General Services Division (GSD), Administrative Service shall provide and place the said trash/garbage bins in conspicuous places within the compound for ease of access and sanitation purposes.

Further, the Security Guards are instructed and authorized to call the attention of violators, monitor, record and report the same to the Office of the undersigned through the Chief of the General Services Division.

For information and guidance.



**ROLANDO R. CASTRO**