



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669

MEMORANDUM

TO/FOR : **ALL OFFICIALS AND EMPLOYEES**
DENR Central Office

FROM : **The DIRECTOR**
Administrative Service

DATE : **October 14, 2020**

SUBJECT : **SUBMISSION OF CERTIFICATE OF ACCEPTANCE
(SERVICES AND INFRASTRUCTURE PROJECTS)
AND CERTIFICATE OF ACCEPTANCE AND
REQUISITION AND ISSUE SLIP (GOODS AND
SUPPLIES)**

This is in line with the Memorandum of the undersigned dated February 10, 2020 re: Delivery of all Procurement Service and Non-Procurement Service Items to Materials Handling Section (MHS) Stockroom, Property and Supply Management Division for Inspection and Recording purposes.

Please be informed that all delivery directly made to the end-user will have to submit together with the Sales/Billing Invoice, Delivery Receipt, Warranty Certificate (if needed), the Requisition Issue Slip duly signed in Box No.1 (Requestor) and Box No.4 (Recipient). The purpose of this is to assure the recording of its delivery and issuance needed for the preparation of Report of Supplies and Materials Issued to be submitted to Accounting and COA.

For guidance and compliance, please.

ROLANDO R. CASTRO