



Republic of the Philippines
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29 October 2020

MEMORANDUM

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

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **PICKING PARTS OF A PLANT, UPROOTING OF**
PLANTS, OR TAKING OF POTTED PLANTS
WITHIN THE DENR CENTRAL OFFICE
COMPOUND ARE PROHIBITED

It has come to our attention that some DENR personnel are picking parts of a plant, uprooting plants, and taking potted plants within the DENR Central Office compound.

Plants are considered as a government property, thus, picking parts of a plant (leaves, flower stems, fruits and seeds), uprooting of plants, or taking of potted plants within the DENR Central Office compound are prohibited.

One of the mandates of the General Services Division (GSD), Administrative Service is to ensure that the DENR Central Office grounds are well-kept and maintained. Part of its strategy in beautifying the surrounding is to ensure the proper landscaping and maintenance of various plants within its grounds.

For this reason, 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 your strict compliance.

ROLANDO R. CASTRO

MEMO NO. 2020-545

Let's Go Green!