



Republic of the Philippines  
Department of Environment and Natural Resources  
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November 6, 2020

**MEMORANDUM**

**FOR :** All Heads of Offices  
DENR Central Office

**The Supervisor**  
D'Triumph Janitorial Services

**FROM :** The Director  
Administrative Service

**SUBJECT :** SCHEDULE FOR WITHDRAWAL OF WATER BUBBLES FOR  
DRINKING WATER ALLOTTED TO OFFICES AT THE DENR  
CENTRAL OFFICE

In order to properly distribute the allotment of drinking water for each office at the DENR Central Office, the undersigned instructed the Materials Handling Section (Stockroom), Property and Supply Management Division (PSMD) to implement a schedule in the release/withdrawal of Water Bubbles for drinking. Effective immediately withdrawal shall only be from **9:00 AM to 11:00 AM from Monday to Saturday.**

Further, PSMD shall record said withdrawals to properly account and monitor the water bubble containers due to instances of unaccounted and missing water bubbles during refills.

For information and guidance.

ROLANDO R. CASTRO

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