



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 OFFICES  
DENR Central Office

FROM : The DIRECTOR  
Administrative Service

DATE : Feb. 22, 2021

SUBJECT : **SIGNATORIES IN THE REQUISITION ISSUE SLIP  
AND CERTIFICATE OF ACCEPTANCE**

In the interest of service, and to continuously promote efficient and effective delivery of public service, all offices are hereby instructed to prepare the Requisition Issue Slip (RIS) and Certificate of Acceptance with signatory consistent with the Purchase Request (PR) and DENR Aspects and Impacts Registry (DEAIR). Through this, the Supply Management Section (SMS), PSMD can properly document all Disbursement Vouchers and its supporting documents.

For your information, compliance and guidance.

**ROLANDO R. CASTRO**  
Director, Administrative Service

MEMO NO. 2021 -- 165