



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office

FROM : The Director
Human Resource Development Service

SUBJECT : **CONDUCT OF DENR HEALTH AND WELLNESS
FACEMASK DISTRIBUTION**

In line with the issuance of the Department of Health's Memorandum Circular No. 2020-056 (*Interim Guidelines on 2019 Novel Acute Respiratory Disease*) last February 5, 2020, DENR thru its Health and Wellness Program (HWP) immediately responded by conducting activities that will provide necessary steps to prevent, contain, and mitigate the spread of 2019 Novel Corona Virus (2019nCoV). Human Resource Development Service thru the DENR HWP distributed face shields, facemasks, alcohol and Vitamin C to all central office employees last CY 2020.

Relative to this, the DENR Health and Wellness Program team will again distribute disposable facemasks to all DENR permanent and COS central office employees on **March 12, 2021**. The activity is in line with "*COVID -19 Sugpuin, Kalusugan ay Palakasin*" Project of the Human Resource Development Service and DENR memorandum dated November 9, 2020 on "Mandatory Wearing of Facemask and Face shield inside DENR Premises".

The activity aimed to provide additional protection for the employees and in response to the MC No. 20-04 on Guidelines on Workplace Prevention and Control of Covid-19, and IATF-MEID Resolution No. 68 Series of 2020 on the wearing of proper face shield/mask on public and office workplace.

For your information and guidance.


RIC. G. ENRIQUEZ, PhD, CESO III

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ADVISORY

FACEMASK DISTRIBUTION FOR CY 2021

FOR/TO : All Officials and Employees
DENR Central Office

In line with the conduct of Facemask Distribution on March 12, 2021, 8:00 am – 3:00 pm at the DENR Social Hall, please be advised of the following details:

- One pack of disposal facemask is for all officials and employees, both permanent and COS, security and janitorial personnel;
- Employees who are reporting for duty (skeleton force) are requested to sign the distribution list prior to claiming of facemask;
- Employees who are in a Work from Home arrangement, may claim their facemask once they report for duty. They may claim their share at the Health and Wellness Unit of the Training and Development Division until March 26, 2021;
- Wear your facemask and face shield and bring your ID and ballpen upon claiming.

To efficiently facilitate the activity and practice proper social distancing, kindly follow the safety protocols and procedures being implemented by the Health and Wellness Team.

For your information and guidance.

RIC. G. ENRIQUEZ, Ph.D, CESO III