



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

March 16, 2021

MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office

FROM : The Director
Administrative Service

SUBJECT : DENR CENTRAL OFFICE HEALTH AND SAFETY
PROTOCOL

Relative to the CoVid-19 Surge and the discovery of its new variants in the country specifically the National Capital Region (NCR), DENR Central Office (DENR-CO) is strengthening its Health and Safety Protocol in order to sustain the effort of the Department in preventing the spread of CoVid-19 and other infectious diseases at the DENR Central Office

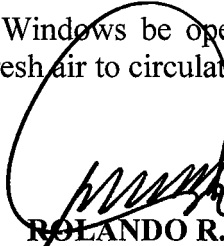
In view of the foregoing, you are reminded to please strictly observe and submit yourselves to existing DENR Health and Safety Protocol such as:

1. Thermal Scanning at Entry Points;
2. Wearing of Face Mask and Face Shield and observance of Physical Distancing at all times;
3. Disinfection at Entry Points;
4. Filling-up the DENR Health Checklist thru paper and pencil or QR Code;
5. Washing of hands at toilets and/or designated wash areas;
6. Regular Sanitizing of hands with 70% Alcohol and/or Hand Sanitizers; and
7. Proper disposal of used PPEs (face masks, face shields, mask filters, gloves) at labeled trash/garbage bins dedicated for the purpose.

As an additional measure, eating together or in a group is highly discouraged to lessen risk of possible transmission and ensure the health and safety of employees. You may however eat at your respective workstations during lunch and coffee breaks.

Further, it is highly encouraged that Office Windows be opened before and after Office hours to improve ventilation and allow fresh air to circulate.

For information and guidance.


ROLANDO R. CASTRO