



Republic of the Philippines  
Department of Environment and Natural Resources  
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929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

**MEMORANDUM**

**FOR/TO : ALL HEAD OF OFFICES  
ALL DIVISION CHIEFS**

**FROM : THE DIRECTOR  
Administrative Service**

**SUBJECT : ATTENDANCE IN THE CONDUCT OF MANDATORY COVID-19  
TESTING OF DENR CENTRAL OFFICE EMPLOYEES,  
SECURITY GUARDS, AND JANITORS ON 10-14 MAY 2021**

**DATE : 5 MAY 2021**

With reference to the Mandatory COVID-19 Testing of Department of Environment and Natural Resources Central Office (DENR-CO) officials and employees, including security guards and janitors, which shall commence on Monday until Friday (10-14 May 2021) at the Social Hall of the DENR CO Main Building, you are requested to submit immediately a list of your respective personnel and indicate their preferred schedule using the herein attached form on or before 12 noon of 6 May 2021.

The Mandatory COVID-19 Testing will be administered by Park and Swab as follows:

1. Park and Swab will conduct the SD Antigen Kits initially on all clients scheduled on the day;
2. In case of positive results on the SD Antigen Kits, Park and Swab will conduct the RT-PCR Swab Tests on the concerned client immediately after the release of the SD Antigen results;
3. Park and Swab will conduct tests from 8:00 in the morning until 4:00 in the afternoon to a maximum of two hundred (200) clients each day; and
4. Park and Swab will release the results within 30-60 minutes for the SD Antigen Kits and after 24 hours for the RT-PCR Swab Tests.

Your prompt submission is highly desired to provide the Personnel Division adequate time in preparing the timetable for the Mandatory COVID-19 Testing. The Personnel Division will confirm and issue the final timetable on or before Friday (7 May 2021). However, failure to submit the abovementioned requirements will entail forfeiture of your preferred schedules. The Personnel Division will therefore have authority to determine your schedules in order to provide the timetable at the soonest time possible.

All officials and employees are required to undergo the Mandatory COVID-19 Testing on their scheduled dates.

Rest assured that health protocols shall be followed stringently during the Mandatory COVID-19 Testing.

Thank you.

**ROLANDO R. CASTRO**

