



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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May 24, 2021

**MEMORANDUM**

**FOR/TO :** All Regional Executive Directors  
All EMB Regional Directors  
All MGB Regional Directors  
All Bureau Directors

**ATTN. :** Chief, Administrative Division

**FROM :** The Director  
Administrative Service

**SUBJECT :** CONDUCT OF 2021 VIRTUAL LEARNING PROGRAM IN RECORDS MANAGEMENT

This has reference to the conduct of a virtual learning program in Records Management.

The activity primarily aims to capacitate the participants with the appropriate skills and knowledge on the life cycle of a record, from its creation to proper disposition as well as on how to deal with records issues right after catastrophes. We find the proposed activity relevant as it will serve as a good learning opportunity to increase workflow and productivity by applying the best practices in Records Management.

The undersigned respectfully requests for the names and contact details (contact number and email address) of Records Officers in your respective office including the PENROs, CENROs, and Line Bureau Regional Offices. You may submit the lists to [rmdd@denr.gov.ph](mailto:rmdd@denr.gov.ph) on or before May 31, 2021 for proper consolidation.

For your information and appropriate action.

**ROLANDO R. CASTRO**

MEMO NO. 2021 - 385

**Let's Go Green!!!**