



Republic of the Philippines
Department of Environment and Natural Resources
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JUN 04 2021

MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office

FROM : The Director
Human Resource Development Service

SUBJECT : **DISTRIBUTION OF COVID 19 KIT DURING
THE 34TH DENR ANNIVERSARY CELEBRATION**

In line with the 34th DENR Anniversary Celebration and the *COVID -19 Sugpuin, Kalusugan ay Palakasin* Project of the Human Resource Development Service (HRDS), the HRDS through the Health and Wellness Program will be distributing COVID-19 Kit to all employees of the DENR- Central Office (Permanent, Casual, Contract of Service including Security and Janitorial personnel) on 10 June 2021 at the DENR Social Hall.

The said activity aims to promote employees' health and well-being during this COVID-19 pandemic.

The COVID-19 Kit shall be distributed through Health and Wellness Focal Person of each office. The Covid-19 kit contains the following:

- One (1) piece of washable cloth facemask;
- One (1) box of 100 capsules of Multivitamins + Mineral;
- One (1) pack of 20's Paracetamol 500mg tablet;
- One (1) bottle of 150 ml isopropyl alcohol 70%; and
- One (1) piece of plastic bag transparent durable (with DENR Logo sticker)

For your information and guidance.

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

MEMO NO. 2021 - 421



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ADVISORY

COVID - 19 KIT DISTRIBUTION FOR THE 34TH DENR ANNIVERSARY CELEBRATION

FOR/TO : All Officials and Employees
DENR Central Office

In line with the 34th DENR Anniversary Celebration and the *COVID -19 Sugpuin, Kalusugan ay Palakasin* Project of the Human Resource Development Service, the HRDS through the Health and Wellness Program will be distributing COVID-19 Kit to all employees of the DENR- Central Office on 10 June 2021, right after the Nationwide Simultaneous Earthquake Drill (NSED) at the DENR Social Hall.

Please be advised of the following details:

1. COVID-19 Kit is for all officials and employees (Permanent, Casual, Contract of Service including Security and Janitorial personnel);
2. Inclusion of Covid-19 kit
 - One (1) piece of washable cloth face mask;
 - One (1) box of 100 capsules of Multivitamins + Mineral;
 - One (1) pack of 20's Paracetamol 500mg tablet;
 - One (1) bottle of 150 ml isopropyl alcohol 70%; and
 - One (1) piece of transparent pouch (with DENR Logo sticker)
3. Focal Person (FP) identified by respective offices shall be our partner in the distribution of the said kit. They shall be contacted by the HWP team prior to the conduct of the activity for further instructions;
4. Employees who are Work From Home arrangement, may claim their Covid-19 kit to their respective office focal person;
5. To facilitate distribution, HWP booths will be placed at the DENR Social Hall; and
6. Only focal person shall be entertained at the distribution site.

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