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MEMORANDUM

JUN 10 2021

TO : All Regional Executive Directors
All Bureau Directors
All Heads of Attached Agencies

FROM : The Undersecretary
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : **DISTRIBUTION OF COVID-19 KITS FOR THE 34TH DENR ANNIVERSARY CELEBRATION**

In view of the COVID-19 pandemic, we will not be able to celebrate our 34th Anniversary the usual way. Instead, the Department has decided to virtually connect to all DENR employees as prescribed by the Interim Agencies Task Force (IATF) rules and regulations. During the Anniversary, the Human Resource Development Service through the Health and Wellness Program, will be distributing COVID-19 Kit to all the employees of the DENR- Central Office (Permanent, Casual, Contract of Service including Security and Janitorial personnel).

The kit shall contain 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)

We enjoin everyone to provide the same to your employees as part of your measures to fight COVID-19 and ensure their health and wellness amid this pandemic. The budget for its procurement shall be charged to the funds of your respective offices.

Additionally, minimum public health standards must be strictly observed during the distribution of the kits.

For your information and appropriate action.


ATTY. ERNESTO D. ADOBO, JR., CESO I