



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City
Tel. Nos. (632) 920-4301 * (632) 928-0691 to 93
942-2540 * 928-8592 * 929-6626 loc. 2012-2014 ; 2135

MEMORANDUM

TO/FOR : **ALL OFFICES**
DENR CENTRAL OFFICE

FROM : **The DIRECTOR**
Administrative Service

DATE : **June 11, 2021**

SUBJECT : **MID-YEAR PHYSICAL INVENTORY OF COMMONLY
USED OFFICE SUPPLIES AND MATERIALS AT THE
SUPPLY MANAGEMENT SECTION, PSMD**

There will be no processing of Requisition and Issue Slip (RIS) of supplies and materials at the Property and Supply Management Division – Supply Management Section (SMS) - Stockroom from June 24, 2021 up to July 4, 2021 in preparation for the Mid-year Physical Inventory on July 5-7, 2021.

For your guidance and perusal.

ROLANDO R. CASTRO

MEMO NO. 2021 - 439