



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 · (632) 929-62-52
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

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MEMORANDUM

TO : The Directors
BMB, EMB, ERDB, FMB, LMB, MGB

The Director
Legal Affairs Service

The Director
Strategic Communication and Initiatives Service

The Director
Administrative Service

FROM : The Undersecretary
Policy, Planning and International Affairs

SUBJECT : **PUBLICATION OF APPROVED DENR ADMINISTRATIVE ORDERS (DAOs)**

During the Policy Technical Working Group (PTWG) Meeting No. 2021-13 held on July 6, 2021, an issue was raised regarding the process for the publication of approved DENR Administrative Orders (DAOs), particularly on whether this should be done directly by the proponent/Bureau, or coursed through the Strategic Communication and Initiatives Service (SCIS). Another matter of concern raised is whether Manuals or such other similar documents should be included in the publication.

In order to fast-track the publication/posting of approved policies, the proponent/Bureau shall have the responsibility to publish their respective policies, subject to rules and regulations on the matter. Nevertheless, the proponent/Bureau may request for assistance from the SCIS regarding publication concerns if the need arises. The proponent/Bureau/SCIS shall provide the Records Management Division of the DENR a copy of the published policy, for submission thereof to the Office of the National Administrative Register (ONAR).

In case the policy prescribes the adoption of a Manual or such other similar documents, the proponent/Bureau may only publish the approved policy to save on publication costs. The Manual or other similar documents shall be uploaded in the proponent's/Bureau's website, along with the approved policy. The proponent/Bureau should also ensure that a complete copy thereof shall have been submitted to the ONAR.

For information and guidance.


ATTY. JONAS R. LEONES