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18 August 2021

MEMORANDUM

TO : All Regional Executive Directors
All Bureau Directors
All EMB and MGB Regional Directors
All Heads of Attached Agencies

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

SUBJECT : SUBMISSION OF COMPLETE DETAILS AND NAMES OF RECORDS OFFICERS AND OFFICES FOR THE DENR FREEDOM OF INFORMATION (FOI) PEOPLE'S MANUAL

This is in relation to the updating of the Freedom of Information (FOI) People's Manual for the Department in compliance with the FOI MC No. 02, S. 2021, entitled "Freedom of Information (FOI) Program Criteria and Validation Process for the Eligibility to FY 2021 Performance-Based Bonus".

In order to complete the details and names of your Records Offices and Officers in your respective Regional Office, PENROs and CENROs, you are hereby instructed to submit the requested information. Please follow the attached sample format to be submitted to the Office of the Records Management Division and thru e-mail address rmdd@denr.gov.ph on or before September 15, 2021 for proper consolidation.

For information and immediate compliance.


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

MEMO NO. 2021 - 585

