



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35 • 929-70-41 to 43
Website: <http://www.denr.gov.ph> / Email: web@denrgov.ph

MEMORANDUM

FOR : ALL CONCERNED OFFICIALS AND EMPLOYEES
DENR Main Building (3rd Floor)

THE DIRECTOR
Legal Affairs Service

THE DIRECTOR
Policy and Planning Service

FROM : THE DIRECTOR
Administrative Service

SUBJECT : REPAIR AND RENOVATION OF THIRD FLOOR ROOFING

Please be informed that the roofing covering the Third (3rd) Floor of the DENR Main Building that cover parts of the Legal Affairs Service and Policy and Planning Service shall undergo repair/renovation starting September 27, 2021.

Since the project shall be conducted during daytime, areas of your respective offices will be affected. The BGMS-GSD shall coordinate closely with your office and make necessary adjustments to ensure continuous delivery of service of your respective offices.

In view of this, we are humbly requesting for your utmost patience and understanding during the repair/renovation. Rest assured that this Office shall ensure that this activity will not hamper the delivery of your services.

For information and guidance.

ROLANDO R. CASTRO

MEMO NO. 2021 - 646