



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

**JAN 26 2021**

**TO :** **The Director**  
Administrative Service

**The Chief**  
Records Management Division  
Property and Supply Management Division

**The OIC Chief**  
General Services Division

**FROM :** **The Assistant Secretary**  
Administration and Human Resources

**SUBJECT :** **PROPER CHANNELING OF REQUESTS AND DOCUMENTS**

It has been observed that your office/divisions have been directly receiving requests from offices in the Department without coursing thru the Office of the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs or this office. The said requests seek some administrative personnel to assist in the conduct of programs and activities during and after office hours that entails disbursement of resources and logistics support.

In this regard, as a matter of procedure, it is most prudent that requests and other related documents be referred first to the office of the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs or this office for approval/consideration.

Also, please be reminded that some tasks requested may be considered intervening activities that may affect your respective IPCRs, DPCR, and OPCR.

For proper disposition and assignment, you are requested to course all request and other related documents to the office of the undersigned.

For your guidance.

  
RUTH M. TAWANTAWAN, CESO II

**Cc:** **The Undersecretary**  
Legal, Administration, Human Resources and Legislative Affairs

**All Heads of Offices**  
DENR Central Office

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