



Republic of the Philippines
Department of Environment and Natural Resources
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December 3, 2021

MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office

**All Contractors, Service Providers and
Food Caterers to this Department**

FROM : The Director
Administrative Service

SUBJECT : USE OF THE NEW FREIGHT ELEVATOR

Please be informed that the newly installed Freight Elevator at the DENR Main Building is already operational and services all levels of the facility. The said elevator is **prioritized, but not limited to**, the ingress, egress, loading, unloading, transfer, and delivery of the following, under the guidance of authorized General Services Division (GSD) Personnel:

- Tools and Equipment;
- Construction and other Supplies and Materials;
- Food and Catering Supplies and Equipment;
- Baggage and other Cargo;
- Voluminous Files and Office Equipment.

The said elevator may also be used by all Officials and Employees to access all levels of the Building when it is not utilized for the above mentioned purpose.

For your information and guidance.


ROLANDO R. CASTRO

cc: The OIC-Chief
General Services Division

The Chief
Property and Supply Management Division

The Detachment Commander
Hackett Security- DENR Central Office

MEMO NO. 2021 - 835