



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO/FOR : **ALL OFFICES**
DENR Central Office




FROM : **The DIRECTOR**
Administrative Service

DATE : December 9, 2021

SUBJECT : **YEAR-END PHYSICAL INVENTORY OF COMMONLY
USED OFFICE SUPPLIES AND MATERIALS AT THE
SUPPLY MANAGEMENT SECTION, PSMD**

There will be no processing of Requisition and Issue Slip (RIS) of supplies and materials at the Property and Supply Management Division – Supply Management Section (SMS) - Stockroom from December 15, 2021 up to January 7, 2022 in preparation for the Year-end Physical Inventory on January 5-7, 2022.

For your guidance and perusal.


ROLANDO R. CASTRO
 

MEMO NO. 2021 - 841