



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : All Heads of Office
DENR Central Office

FROM : The Director
Human Resource Development Service

SUBJECT : **SUBMISSION OF LIST OF WARM BODIES**

DATE : 13 December 2021

In line with the celebration of the 2021 DENR Year-End Employees General Assembly on 23 December 2021, you are requested to submit the list of employees assigned in your office who will physically attend the said Employees General Assembly. This will be used as reference in the distribution of food packs. To facilitate distribution and avoid crowding at the claims area, please require the employees to sign their names on the list to be submitted.

Please submit said list of employees duly certified by the head of office/division to the Personnel Division on or before 17 December 2021.

For your appropriate action.


RIC G. ENRIQUEZ, Ph. D., CESO III

MEMO NO. 2021 - 845