



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669

MEMORANDUM

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

FROM : **The DIRECTOR**
Administrative Service

DATE : **January 6, 2022**

SUBJECT : **SUBMISSION OF ELECTRONIC MAIL ADDRESS
AND SUPPLY OFFICER/S OR FOCAL PERSON/S NAME**

In this time of Pandemic and to provide a more efficient and effective Public Service, we are asking all offices in the DENR Central Office to provide an official electronic mail address and name of your designated supply officer/focal person who will transact with the Supply Management Section, PSMD on all PSMD-SMS related activities such as withdrawal of supplies and materials, follow up of payments and disbursement voucher/s, etc.

For your guidance and compliance, please

ROLANDO R. CASTRO

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