

Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : **Records Officers/Document Controllers of all Offices**
Central office
Staff Bureaus
Regional Offices
PENR and CENR Offices

FROM : The Assistant Secretary for Finance, Information Systems and Mining
Concerns and QMS Deputy Quality Management Representative

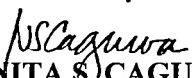
SUBJECT : Conduct of Orientation on Control of Documented Information

DATE : March 21, 2022

In line with the implementation and continual improvement of the Departments Quality Management System, an orientation on the Control of Documented Information shall be conducted on March 23, 2022, 9:00 am onwards via zoom app conference room. The activity aims to provide records officers/document controllers knowledge and understanding of the controls needed in the creation, approval, registration, retrieval and disposition of documents.

For details and further information you can reach the QMS Secretariat through qmssecretariat@denr.gov.ph/qmssecretariatdenr@gmail.com or through VOIP No. 1046.

Your attendance is a must.


NONITA S. CAGUIOA

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