



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. {632}929-66-26 to 29 | {632}929-62-52
929-66-20 | 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

TO : **ALL PENROs and CENROs**
DENR NCR, CAR, Region I, Region III and IVA

FROM : **THE ASSISTANT SECRETARY**
Administration and Legislative Affairs

SUBJECT : **USED PROPERTY AVAILABLE FOR TRANSFER TO THE
PENROs and CENROs**

DATE : **APR 20 2022**

In line with the efforts of the Administrative Service, to facilitate the immediate disposal of property that are found serviceable but not anymore needed in the department, please be informed that some property of the DENR – Central Office can be transferred to the field offices for use in their respective offices.

In this regard and if you are interested, you shall submit your request to the Office of the Undersecretary for Legal, Administrative, Human Resources and Legislative Affairs or to the undersigned through the Director, Administrative Service.

To date, the available used property/serviceable property are the following:

- A. DENR – Central Office
 - a) Tables (clerical & computer table)
 - b) Chairs
 - c) Steel Cabinets (vertical steel cabinet)
 - d) Back wooden cabinets
 - e) Modular partitions (assorted)
 - f) Desktop computers (assorted)
 - g) Printers
 - h) Conference tables
 - i) Sofa

- B. DENR- PRCMO
 - Desktop computers (clone)






Attached are pictures of the property available for donation/transfer for your reference.



In your request, you must indicate the number of items needed in your office for allocation purposes and for documentation in the Property Transfer Report (PTR).

For your appropriate action.





JOAN A. LAGUNDA, D.M. DPA, ANSA

CHAIR					QTY
OFFICE CHAIR MID BACK LEATHERETTE BLACK COLOR					
					14 pcs.
OFFICE CHAIR LOW BACK LEATHERETTE BLACK COLOR					
					15 pcs.
CHAIR MOHAIR RED COLOR					
					3 pcs.
CHAIR HI BACK GRAY / BLACK					
					6 pcs.
CHAIR GOLDEN BROWN COLOR					
					56 pcs.

CHAIR HI BACK GREEN / DARK GREEN COLOR					
					6 pcs.
CHAIR EXECUTIVE TYPE BLACK LEATHERETTE					
					3 pcs.
CHAIR MOHAIR BLACK COLOR JR/SR					
					9 pcs.
CHAIR VISITOR NET TYPE BLACK COLOR					
					3 pcs.
CHAIR DINING TYPE COLOR GREEN / BLACK					
					1 pc.

CHAIR EXECUTIVE TYPE HI BACK BLACK COLOR					
					2 pcs.
CHAIR LOW BACK MAROON / RED COLOR					
					1 pc.
CHAIR VISITOR TYPE GRAY COLOR					
					1 pc.

CABINET				QTY
STEEL FILING CABINET GREEN COLOR with 3 DRAWERS				1 pc.
				
STEEL FILING CABINET BROWN / GRAY / CREAM / WHITE COLOR with 4 DRAWERS				15 pcs.
				
BACK CABINET with 2 OPEN SHELVES 2 SHELVES W/ GLASS 2 DRAWERS 2 SWING DOOR				1 pc.
				
BACK CABINET 6 OPEN SHELVES 4 SWING DOOR				4 pcs.
				

DENR CENTRAL OFFICE - ICT (serviceable)		
PICTURE/S	DESCRIPTION	QTY
	HP COMPAQ 6300MT intel core i5-3570, 500gb4gb DDR3 & HDD 500gb , Year Acquired : 2013	22
	LENOVO think centre, model: M82, intel core i5, 3550 Year Acquired : 2012	9
	Clone brand, intel core i3, HDD 3.4GHzHDD 500gb Year Acquired : 2010	12
	ACER Brand, intel core i3	3
PRCMO (serviceable)		
	Clone brand, intel core i3 /core i5, HDD 3.4GHzHDD 500gb Year Acquired : 2010 - 2015	10
DENR CENTRAL OFFICE - ICT (repairable)		
	REPAIRABLE CPU's, intel core i3/i5, HDD 3.4GHzHDD 500gb	17