



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
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office, NCR
Bureaus and Attached Agencies

FROM : The Assistant Secretary
Human Resources, Strategic Communication and
Sectoral Initiatives

SUBJECT : **GUIDELINES FOR THE REGISTRATION DURING THE
PROGRAM FOR THE CELEBRATION OF THE 35TH
DENR ANNIVERSARY ON 10 JUNE 2022**

DATE : 26 May 2022

Relative to the program for the celebration of the DENR 35th Anniversary on 10 June 2022, the following registration guidelines are hereby prescribed:

1. The Registration booths will be set up in front of the DENR Central Office Main Building;
2. Names of employees are printed in the Attendance Sheets based on present place of assignment. Bureaus and Attached Agencies shall submit to the Personnel Division through email at copersonnelrecords@gmail.com the list of officials and employees (maximum of 30 employees) who will attend the anniversary celebration not later than 03 June 2022;
3. Registration will start at 6:30 a.m. and will end at 9:15 a.m.;
4. Meal stubs (money and food coupons) shall be given to DENR Central Office employees and contract of service personnel upon registration. After the registration, the distribution of money coupons for the banchetto will be done by the Cashier Section while the food coupon for the A.M. snack will be distributed up to 10:00 A.M. only;
5. DENR Central Office employees and contract of service personnel shall be required to register their time entries through the biometric attendance system;
6. The Holy Mass will be held at the DENR Multi-Purpose Hall at 8:00 A.M.

For your information and guidance.

HIRO V. MASUDA, DBA. CESO III