



Republic of the Philippines  
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JUN 06 2022

**MEMORANDUM**

FOR/TO :

**THE PRESIDENT AND CEO**  
Natural Resource Development Corporation

**THE REGIONAL EXECUTIVE DIRECTORS**  
DENR-MIMAROPA, DENR-NCR

**THE REGIONAL DIRECTORS**  
EMB-CALABARZON, EMB-MIMAROPA

**THE REGIONAL DIRECTORS**  
MGB-CALABARZON, MGB-MIMAROPA

**THE CHIEFS**  
DENR-CO-Budget Division, Planning & Programming Division,  
General Services Division

**TECHNICAL PERSONNEL**  
General Services Division-Building and Grounds Management Section

FROM : **THE DIRECTOR**  
Administrative Service

SUBJECT : **NOTICE OF MEETING FOR THE REPAIR AND  
REHABILITATION OF THE L&S BUILDING**

**NOTICE** is hereby given that a Meeting will be held at the Conference Room of the Office of the Director, Administrative Service on 13 June 2022 at 10:00AM onwards to consider the following agenda:

- To clarify the assessment on the L&S Building of the General Services Division-Building and Grounds Management Section;
- To identify appropriate actions and corresponding budget to fund these actions, if necessary;
- To address the concerns of the occupants of the L&S Building; and
- To discuss pertinent matters.

The abovementioned President and CEO, Regional Executive Directors and Regional Directors are invited to attend the meeting via Zoom teleconferencing through the Meeting ID 967 9260 6891 with Passcode 366016.

Your attendance is hereby enjoined.

**ROLANDO R. CASTRO**

Copy furnished:

**THE OIC DIRECTOR**  
Policy and Planning Service