



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 Office

FROM : The **DIRECTOR**
Administrative Service

DATE : August 10, 2022

SUBJECT : **CLEARANCE REQUIREMENT FROM THE OFFICE OF THE DIRECTOR, ADMINISTRATIVE SERVICE FOR PILING OR STORING OF OFFICE /PERSONAL SUPPLIES, EQUIPMENT, MATERIALS, FURNITURES, ETC. IN THE BASEMENT AREA**

In the interest of the service and to maintain the air quality in the basement area, where some offices (GSD, PSMD, RMD) are located, there is a need to manage the quantity of supplies, materials, equipment and furniture piled or stored therein.

In this regard, henceforth, all Offices are hereby requested to seek permission/clearance first to this Office prior to the intended piling or storing of the said items.

With this, the Administrative Service staff will be able to coordinate with the concern Office for the safe, secure and proper piling or storing activity in the basement area. Otherwise, this Office shall have no recourse but to consider those items (as enumerated above) found without clearance from this Office as no longer needed and hence, for proper disposition. Disposition of documents found in the basement shall be facilitated by the Records Management Division and Disposition for the Property, Plants and Equipment shall be facilitated by the Property and Supply Management Division.

For information and guidance, please.

ROLANDO R. CASTRO