



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City 1100  
R8PT;7: (+632) 929-6626 / 929-6635 / 929-4028 / 929-4028  
E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph) / Website: <http://www.denr.gov.ph>

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**MEMORANDUM**

**FOR : All Regional Executive Directors**

**ATTN : Tak Regional Focal/Alternate Focal Person**

**FROM : The Executive Director**  
Task Force Tayo ang Kalikasan and concurrent Assistant Director  
Strategic Communication and Initiatives Service

**SUBJECT : UPDATING OF DATABASE OF TAYO ANG KALIKASAN  
(TAK) CHAPTERS AND ENR AMBASSADOR**

**DATE : 22 August 2022**

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The Task Force Tayo ang Kalikasan is in the process of updating the database of our TAK Chapters and ENR ambassadors.

In line with this, please submit the abovementioned subject with following details;

1. Name of the Organization
2. Date formed and/or established
3. Set of officers, if any
4. Contact details
5. Summary of activities and
6. Accomplishment

We highly appreciate your response to this matter. Please send to [tayoangkalikasan@gmail.com](mailto:tayoangkalikasan@gmail.com) on or before August 26, 2022.

For your information and appropriate action.

  
**MARIA MATILDA A. GADDI**