



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367
Website: <http://www.denr.gov.ph>/E-mail: web@denr.gov.ph

SEP 06 2022

MEMORANDUM

FOR : **The Directors**
EMB, MGB, BMB, LMB, and FMB


The Regional Executive Directors
DENR Regions NCR and IV-B

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **LETTER DATED 22 AUGUST 2022 FROM THE UNDERSECRETARY FOR ADMINISTRATION AND FINANCE, DEPARTMENT OF TRANSPORTATION**

Respectfully forwarded is the letter dated 22 August 2022 (copy attached) from the Undersecretary for Administration and Finance, Department of Transportation informing that the Records Section of the DOTr will be transferred to Unit 32, The Columbia Tower, Ortigas Avenue, Mandaluyong City effective 01 September 2022. As such, all communications and requests intended for the DOTr officials and employees shall be sent to the said address.

For your information.


ROLANDO R. CASTRO

Copy furnished:

KIM ROBERT C. DE LEON
Undersecretary for Administration and Finance
Department of Transportation
Apo Court, Pinatubo Street
Brgy. Claro M. Recto, Clark Freeport Zone
2009 Angeles City, Pampanga

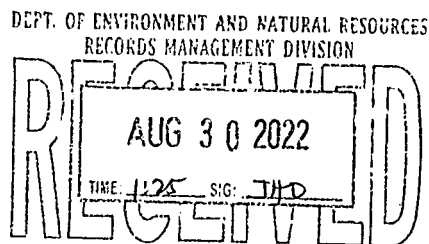
MEMO NO. 2022 - 608



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

22 August 2022

SECRETARY MARIA ANTONIA YULO-LOYZAGA
Department of Environment and Natural Resources
DENR Bldg. Visayas Avenue, Diliman



ATTENTION: **Records Section/Division**

Dear **Secretary Yulo-Loyzaga**:

Greetings from the Department of Transportation (DOTr)!

We wish to inform you that that the Records Section of the DOTr will be transferred to **Unit 32, The Columbia Tower, Ortigas Avenue, Mandaluyong City effective 01 September 2022 (Thursday)** to officially receive all communications and requests intended for the DOTr and its officials and employees.

Consequently, the DOTr Administrative Service-General Services Division will cease from receiving documents mailed/submitted to its office in Clark Freeport Zone, Pampanga. Meanwhile, electronic submission of requests/documents may be sent to the DOTr-Records Section via e-mail at records@dotr.gov.ph.

To ensure proper dissemination of this information, may we also respectfully request your assistance in cascading this information to attached agencies, government-owned and/or -controlled corporations, and other instrumentalities within your coverage.

Thank you very much.

Very truly yours,

KIM ROBERT C. DE LEON
Undersecretary for Administration and Finance