



Republic of the Philippines  
**Department of Environment and Natural Resources**

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**NOTICE OF MEETING**

**FOR/TO** : **ALL RECORDS/FOI OFFICERS**  
Regional Offices and Bureaus  
  
Records Management Division, DENR Central Office

**FROM** : The Director  
Administrative Service

**AGENDA** : 1. Reiteration of the Submission of FOI Report;  
2. Registration of Records Officer to FOI portal; and  
3. Other matters.

**DATE/TIME** : 29 November 2022 (Tuesday) 09:00 A.M

**VENUE** : Blended: Face to face (optional) – Records Management Division  
or via Zoom 466 (link will be sent to your emails)

Your attendance is enjoined.

  
**ROLANDO R. CASTRO**

MEMO NO. 2022 - 833