

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  
Website: <http://www.denr.gov.ph> / E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph)

**MEMORANDUM**

FOR/TO : All Officials and Employees  
DENR Central Office, Regional Offices  
Bureaus and Attached Agencies

FROM : THE ASSISTANT SECRETARY  
Human Resources, Strategic Communication and  
Sectoral Initiatives


SUBJECT : **GUIDELINES FOR THE REGISTRATION DURING THE  
PROGRAM FOR THE 2022 DENR YEAR-END  
EMPLOYEES' GENERAL ASSEMBLY**

DATE : DEC 06 2022

Relative to the program for the 2022 year-end employees' general assembly on 09 December 2022, the following registration guidelines are hereby prescribed:

1. The Registration booths will be set up in front of the DENR Central Office Main Building;
2. Names of employees assigned in DENR Central Office are printed in the Attendance Sheets based on present place of assignment. Regional Offices, Bureaus and Attached Agencies shall register in the attendance sheet by printing their names and affixing signatures;
3. Registration will start at 6:30 a.m. and will end at 9:30 a.m.;
4. Meal stubs (food coupons) shall be given to DENR Central Office employees and contract of service personnel upon registration. After the registration, the distribution of money coupons for the banchetto will be done by the Cashier Section while the food coupon for the A.M. snack will be distributed up to 10:00 A.M. only;
5. DENR Central Office employees and contract of service personnel shall be required to register their time entries through the biometric attendance system;
6. The Interfaith/Holy Mass will be held at the DENR Multi-Purpose Hall at 8:30 A.M.

For your information and guidance.

  
**HIRO V. MASUDA, DBA, CESO III**