



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



BAGONG PILIPINAS

DEC 12 2023

**MEMORANDUM**

**FOR/TO :** ALL BUREAU DIRECTORS  
ALL HEADS OF ATTACHED AGENCIES  
ALL REGIONAL EXECUTIVE DIRECTORS  
CAR, NCR, Region 1-13

**FROM :** THE UNDERSECRETARY  
Organizational Transformation and Human Resources and  
Chairperson, Oversight Committee for 2023 DENR Year-End  
Employees' General Assembly

**SUBJECT :** 2023 DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY

The Department of Environment and Natural Resources (DENR) will hold its hybrid Year-End Employees' General Assembly on December 19, 2023, at the DENR Multipurpose Building.

As part of the program, there will be a segment dubbed as "*Sayaw, Awit, at Magsaya*" wherein DENR offices nationwide will showcase the talents of officials and employees in singing, dancing, or any form of entertainment.

In connection with this, we are inviting all DENR officials and employees to support and actively participate during the celebration. We are enclosing the General Assembly Program and the draft mechanics relative to the "*Sayaw, Awit, at Magsaya*."

For any inquiries relative to your participation, your staff may get in touch with Ms. Karol Tabares and Mr. Ken Harold Delos Santos from the Strategic Communication Initiatives Service – Strategic Alliance and Environmental Partnership Division (SCIS-SAEPD) at 09365177611 and 09059310056, respectively.

For your information and appropriate action.

  
AUGUSTO D. DELA PEÑA

MEMO NO. 2023 - 1069

## SAYAW, AWIT AT MAGSAYA

### Mechanics

1. **“Sayaw, Awit at Magsaya”**: to showcase talent in singing, dancing or any form of entertainment.  
**Note:** No prizes but just to highlight creativity and showmanship
2. **Participants:** Officials and Employees from DENR Central Office, Bureaus, Attached Agencies and Regional Offices.
3. **Length of performance:** maximum of five (5) minutes per Office
4. **Face-to-Face:** Central Office, Bureaus, Attached Agencies, and Metro Manila-based Regional Offices  
**Online/Zoom/Pre-recorded:** Other Regional Offices (pre-recorded version performances preferably on the 15th of December 2023)
5. Offices are clustered into the following groups, subject to changes based on the confirmation of participating officials/employees:
  - 5.1. Undersecretaries and Assistant Secretaries
  - 5.2. Line and Staff Bureau Directors and Assistant Directors and Heads of Attached Agencies
    - 5.2.1. EMB
    - 5.2.2. LMB
    - 5.2.3. FMB
    - 5.2.4. BMB
    - 5.2.5. MGB
    - 5.2.6. ERDB
    - 5.2.7. LLDA
    - 5.2.8. NAMRIA
    - 5.2.9. NRDC
    - 5.2.10. NWRB
    - 5.2.11. PCSD
    - 5.2.12. PMDC
  - 5.3. Per Region (REDs/ARDs/RDs/PENROs/CENROs)
    - 5.3.1. CAR
    - 5.3.2. NCR
    - 5.3.3. Region I
    - 5.3.4. Region II
    - 5.3.5. Region III
    - 5.3.6. Region IVA
    - 5.3.7. Region IVB
    - 5.3.8. Region V
    - 5.3.9. Region VI
    - 5.3.10. Region VII
    - 5.3.11. Region VIII
    - 5.3.12. Region IX
    - 5.3.13. Region X
    - 5.3.14. Region XI
    - 5.3.15. Region XII
    - 5.3.16. Region XIII
6. For confirmed participants, send the name and contact details of their respective coordinators to [scis.sacpd@denr.gov.ph](mailto:scis.sacpd@denr.gov.ph) **not later than December 13, 2023.**
7. **Expenses:** charged against respective office funds

Approved by:

  
**AUGUSTO D. DELA PEÑA**

Undersecretary, Organizational Transformation and Human Resources and Chairperson,  
Oversight Committee for 2023 DENR Year-End Employees' General Assembly