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FEB 15 2023

**MEMORANDUM**

**TO :** All Heads of Offices, DENR Central Office  
All Regional Executive Directors  
All Bureau Directors  
All EMB and MGB Regional Directors  
All Heads of Attached Agencies  
All PENR Offices  
All CENR Offices

**FROM :** The Undersecretary  
Legal and Administration

**SUBJECT :** SUBMISSION OF UPDATED OFFICIAL ELECTRONIC  
MAIL ADDRESSES

This refers to the dissemination of approved DENR issuances and policies through electronic mail (e-mail) by the Records Management Division (RMD).

In order to minimize undelivered e-mails, you are hereby instructed to submit your official DENR e-mail addresses. All Offices, except for DENR Central Office, must include the e-mail address of their respective Administrative Division and Records Office.

Attached is the QR code which can also be accessed through <http://bit.ly/3HHRoc2>. Fill-out the form provided with assigned sheet per Office on or before February 22, 2023.



For compliance.

  
ATTY. ERNESTO D. ADOBO, JR., *CESO I*