

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

March 8, 2023

MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office

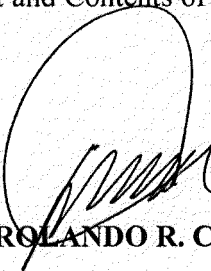
FROM : The Director
Administrative Service

SUBJECT : **ENHANCEMENT OF EXISTING SECURITY MEASURES**

To enhance and ensure the Security and Safety of the DENR Central Office Compound, its Officials, Employees and Property, the Department shall strictly implement existing Security Measures such as:

- Security Guards shall use Under Chassis Mirrors on vehicles and Metal Detectors at entry points. They are authorized to inspect bags and packages and may request inspection of vehicle compartments **as needed**;
- All employees are required to **wear DENR ID at entry points** prior to entry. Likewise, guests and visitors shall be required to present valid identification for issuance of a Visitors Pass;
- **All Official Packages and Deliveries entering the compound shall be inspected and recorded** by the Security Guard/s on Duty including the Name of the Delivery/Courier Service, Name of Driver/Rider, Plate Number of Vehicle, Time of Delivery, Sender, Recipient and Contents of the Package for Security and Monitoring Purposes.

Please be guided accordingly.



ROLANDO R. CASTRO

cc: The Undersecretary
Organizational Transformation and Human Resources

The Undersecretary
Legal and Administration

MEMO NO. 2023 - 195