



Republic of the Philippines
Department of Environment and Natural Resources
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April 3, 2023

MEMORANDUM

**FOR : All Officials and Employees
DENR Central Office**

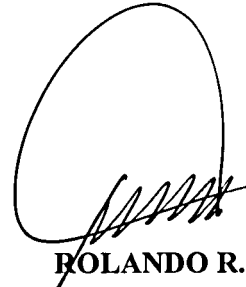
**FROM : The Director
Administrative Service**

SUBJECT : ISSUANCE OF TRIP TICKETS

Please be informed that the General Services Division (GSD), Administrative Service shall not issue trip tickets during the non-working holidays of Holy Week covering the period April 6 to 9, 2023 and likewise on April 10, 2023 (Araw ng Kagitingan).

However, in extreme emergency cases and approved Official travel, trip tickets may be issued, subject to the approval of authorities.

For information and guidance.



ROLANDO R. CASTRO /

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MEMO NO. 2023 - 270