



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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### NOTICE OF MEETING

**TO :** ALL RECORDS OFFICERS/CUSTODIANS  
DENR Central Office

**FROM :** THE DIRECTOR, Administrative Service and  
CHAIRMAN, Records Management Improvement Committee (RMIC)

**DATE :** 09 May 2023, Tuesday


**TIME :** 1:30-2:30pm

**VENUE :** Video Conferencing via Zoom  
<https://zoom 1234568>  
Meeting ID: 955 12345 6789  
Passcode: 801328

**AGENDA :** ORIENTATION ON THE CONDUCT OF INVENTORY AND  
DISPOSAL OF VALUELESS RECORDS

In compliance with the National Archives of the Philippines (NAP) General Circular No. 2 entitled "Guidelines on the Disposal of Valueless Records in Government Agencies", the Records Management Division (RMD) will be conducting a meeting on the abovementioned subject.

Your attendance is highly enjoined.

  
ROLANDO R. CASTRO



Please scan & fill out the google sheet  
to confirm your attendance.

MEMO NO. 2023 - 368