



Republic of the Philippines
Department of Environment and Natural Resources
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Website: <http://www.denr.gov.ph>

MEMORANDUM

FOR/TO : All Heads of Office and Employees
DENR Central Office

FROM : The Assistant Director
Strategic Communication and Initiatives Service and
Chief, Development Communication Division In concurrent capacity

DATE : May 29, 2023

SUBJECT : **SUBMISSION OF LIST OF EMPLOYEES WITH SIZES FOR POLO SHIRT FOR THE 36TH DENR ANNIVERSARY ON JUNE 28, 2023**

In line with the DENR's 36th Anniversary celebration with the theme, "*Environment for Life*," we are coming up with a green polo shirt for official use during the event.

To ensure proper fit, please submit a COMPLETE list of employees including those hired under contracts of service and as consultants under your office, with corresponding polo shirt sizes in small, medium, large, etc. The sizes on the submitted list shall be **strictly** followed. The template for the list may be downloaded through <https://bit.ly/41Hk8Kg> or scan the QR code below.

The deadline for submission of the distribution list is on **June 01, 2023, Thursday, at 5:00 pm**. Please be advised that priority will be given to offices that submitted their complete lists on or before the deadline. Kindly submit the list to the Development Communication Division.

Additionally, please designate one (1) focal person to receive the shirts allocated to your office. The schedule of distribution per office will be announced later.




MARIA MATILDA A. GADDI

MEMO NO. 2023 - 467



DENR 36TH ANNIVERSARY POLO SHIRT SIZE LIST

Name of Office/Division:
**Strategic Communication and Initiatives Service
 Development Communication Division**

Name of Focal Person:
Juan T. Dela Cruz

Total # of shirts
36

(NOTE: Please fill up the following number of sizes for submission to the service provider.)

| MALE SIZE | TOTAL | S | M | L | 2XL | 3XL | 4XL | 5XL | | |
|----------------|-------|----|---|---|-----|-----|-----|-----|-----|-----|
| | | | | | | | | | | |
| FEMALE SIZE | TOTAL | XS | S | M | L | XL | 2XL | 3XL | 4XL | 5XL |
| | | | | | | | | | | |

| | NAME | SIZE |
|----|-------------------|------|
| 01 | Juan T. Dela Cruz | L |
| 02 | | |
| 03 | | |
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| | NAME | SIZE |
|----|-------------------|------|
| 31 | Juan T. Dela Cruz | L |
| 32 | | |
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(NOTE: Please use separate sheets if necessary.)

| | NAME | SIZE |
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| 61 | Juan T. Dela Cruz | L |
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| | NAME | SIZE |
|-----|-------------------|------|
| 101 | Juan T. Dela Cruz | L |
| 102 | | |
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(NOTE: Please use separate sheets if necessary.)



DESIGN 01.B

Material = Cotton/Polyester

Collar = Plain with stripe outline

Sleeve = preferably garterized, with design

No. of buttons = 2

DENR logo size = 2 inches, placed at the left

Shirt base color = Green