



Republic of the Philippines
Department of Environment and Natural Resources
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929-66-20 · 929-66-33 to 35 · 929-70-41 to 43

MEMORANDUM

FOR : **All Regional Executive Director**
Regions 1-13, NCR and CAR

FROM : **The Director**
Knowledge and Information Systems Service

SUBJECT : **ISSUANCE OF OFFICIAL E-MAIL ACCOUNTS FOR CERTAIN
OFFICES IN THE REGIONAL OFFICES**
13 0 MAY 2023

DATE :

As part of the continuous effort of this office to ensure that electronic communications and online transactions of the Department are properly managed and secured. We would to inform you that we will be issuing official e-mail addresses in the following offices:

OFFICES	PURPOSE
Office of the Regional Executive Director	Primarily for the management of email communication of the Region across the Department, other government agencies and stakeholders with regard to its plans and program and other official communications.
Planning and Management Division	Primarily for the immediate submission of planning related documents such as WFP, Accomplishment Reports, and MoVs.
Procurement Section / BAC	Primarily for the management of email communication and submission of documents to GPBB and other procurement related documents.
Personnel Section – Administrative Division	Primarily for the management of email communication and submission of documents related to Recruitment and Promotion.
Human Resource Development Section – Administrative Division	Primarily for the management of email communication and submission of documents related to Training and Development.
DENR – NCR MEOs	Primarily for the management of email communication of the office across the Department, other government agencies and

	stakeholders with regard to its plans and program and other official communications.
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Further, we request to kindly submit the list of personnel that will handle the said email addresses including those who handles the office email addresses of their respective PENROs and CENROs **on or before June 2, 2023**. The said personnel will undergo an orientation on the salient features of Google Workspace as well as the proper handling of the official email address.

For your information and guidance.



MARIA ELENA A. MORALLOS MANILA

cc: Undersecretary for Finance, Information Systems and Climate Change

Assistant Secretary for Finance, Information Systems and Mining Concerns