



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : **HEADS OF OFFICES**

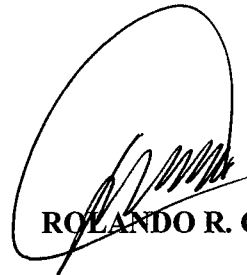
FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **JANITORIAL ASSISTANCE IN PREPARATION FOR THE
PHILIPPINE ARBOR DAY**

In line with the celebration of the Philippine Arbor day on 26 June 2023, the Administrative Service shall be performing thorough general cleaning throughout the compound and beautification and physical arrangements for the event.

In this regard, it is respectfully requested that **all** assigned janitors/janitress be allowed to assist in the preparation of the said event starting 22 June 2023 until 26 June 2023. Rest assured that the Janitorial personnel shall perform their regular duties and responsibilities and will be only be called upon when the need arises.

For your consideration.



ROLANDO R. CASTRO

MEMO NO. 2023 - 518