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Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office
NCR, Region IV-A and Region IV-B
Bureaus and Attached Agencies

FROM : The Undersecretary
Organizational Transformation
and Human Resources


SUBJECT : **GUIDELINES FOR THE REGISTRATION IN LINE WITH
THE CELEBRATION OF THE 36TH DENR
ANNIVERSARY ON 29 JUNE 2023**

DATE : 22 June 2023

Relative to the program for the celebration of the DENR 36th Anniversary on 29 June 2023, the following registration guidelines are hereby prescribed:

1. The Registration booths will be set up in front of the DENR Central Office Main Building;
2. Names of employees are printed in the Attendance Sheets based on present place of assignment. Regional Offices, Bureaus and Attached Agencies shall submit to the Personnel Division through email at copersonnelrecords@gmail.com the list of officials and employees who will attend the anniversary celebration not later than 26 June 2023;
3. Registration will start at 6:00 AM and will end at 9:00 AM;
4. Registrants from 6:00 AM to 7:30 AM will be qualified for the "early raffle" draw at 8:00 AM or before the Holy Mass celebration at the DENR Multi-Purpose Hall;
5. Employees who will register beyond 9:00 AM will no longer be entitled to raffles entries;
6. Meal stubs (money and food coupons) shall be given to DENR Central Office employees and contract of service personnel upon registration. After the registration, the distribution of money coupons for the banchetto will be done by the Cashier Section while the food coupon for the A.M. snack will be distributed up to 10:00 A.M.;
7. DENR Central Office employees and contract of service personnel shall be required to register their time entries through the biometric attendance system;
8. The Holy Mass will be held at the DENR Multi-Purpose Hall at 8:00 AM.

For your information and guidance.


AUGUSTO D. DELA PEÑA