



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN

MEMORANDUM

FOR/TO : ALL UNDERSECRETARIES
ALL BUREAU DIRECTORS
ALL SERVICE DIRECTORS
OTHER OFFICIALS CONCERNED

FROM : THE UNDERSECRETARY AND CHIEF OF STAFF

SUBJECT : SUBMISSION OF REGULAR UPDATES RE INCOMING DOCUMENTS WITH INSTRUCTIONS FROM THE SECRETARY, DENR FOR COMPLIANCE AND APPROPRIATE ACTION

DATE : SEP 07 2023

In the interest of service, the Office of the Secretary (OSEC) through the Document Management and Operations Support (DMOS) regularly monitors and tracks incoming documents from the Office of the President, Office of the Vice President, House of Representatives, Senate of the Philippines, Executive Departments, Embassies, and other relevant organizations, with instructions from the Secretary for compliance and appropriate action of Undersecretaries, Bureau Directors, Service Directors and other officials concerned.

For this purpose, all Undersecretaries, Bureau Directors, Service Directors and other officials concerned are hereby requested to ensure submission of regular updates, progresses and actions taken in connection with the instructions from the Secretary on a weekly basis every Friday (or end of work week), **starting 15 September 2023** and the succeeding weeks thereafter.

The OSEC through the DMOS has created an online platform (Viber Group) to post the regular tracking of incoming documents, wherein offices concerned can digitally submit latest updates. With this, the above-cited officials are hereby requested to direct your respective **Executive Assistants (EAs), Action Officers or technical staff** (maximum of 2 per office) to join the online platform through the following:



<https://tinyurl.com/denrexcassist>

For consideration.


MARILOU G. ERNI