



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

**FOR/TO :** **Undersecretaries**  
**Head Executive Assistant**  
**Assistant Secretaries**  
**Bureau Directors**

- Staff – BMB, ERDB, FMB and LMB
- Line – EMB and MGB

**Administrator/Executive Directors/General Manager/Chief Regulator**

- NAMRIA, NWRB, PCSDS, LLDA, MWSS, LWUA and MBCO

**Regional Executive Directors**

- Regions 1-13, CAR and NCR

**Service Directors**

- Financial and Management Service (FMS)
- Policy and Planning Service (PPS)
- Foreign Assisted and Special Projects Service (FASPS)

**Division Chiefs and Concerned Staff**

- PPS, FMS, FASPS, Bureaus and Attached Agencies

**FROM :** **The Undersecretary**  
Finance, Information Systems and Climate Change

**SUBJECT :** **Plenary Deliberation of the FY 2024 DENR Proposed Budget**

**DATE :** September 8, 2023

May we invite you to attend the Plenary Deliberation on the FY 2024 DENR Proposed Budget which will be held on **26 September 2023 (Tuesday) 10:00 am onwards** at the House of Representatives (HOR) Plenary Hall, Quezon City.

Please prepare all reports, documents, and actions taken as required by the Congressmen during the Committee Budget Hearing held last 16 August 2023.

Attached herein is the Health and Security Protocol for attendees of the budget hearing. Please fill out the required information in Annex A and send to the designated DENR Visitor Managers on or before 22 September 2023:

Rene Anthony Ayson – [radayson@denr.gov.ph](mailto:radayson@denr.gov.ph) – 09177943034

Paul Timothy Vibar – [ptbvibar@denr.gov.ph](mailto:ptbvibar@denr.gov.ph) - 09774601393

Daeniel Cedric Dimawala – [dcadimawala@denr.gov.ph](mailto:dcadimawala@denr.gov.ph) – 09263208154

Your attendance is hereby enjoined.

  
**ATTY. ANALIZA REBUELTA-TEH**

## HEALTH AND SECURITY PROTOCOL FOR ATTENDEES

1. The Agency Visitor Manager must download and fill out the Participant and Vehicle Registration Form at [bit.ly/budget-hearing-fy-2024](https://bit.ly/budget-hearing-fy-2024) and encodes the name of attendees from the agency and email it to the Committee on Appropriations at [appro.visitorsmanager@gmail.com](mailto:appro.visitorsmanager@gmail.com) two (2) days before the budget briefing.
2. HOR Visitor Manager transmits the form to the ICTS.
3. Additional guests and visitors not on the submitted list will undergo the same process on the day of the scheduled meeting.
4. Attendees must wear their official ID inside the HREP premises.
5. Thermal scanners at the entry point shall check body temperature. Those who have symptoms will be required to take an antigen test. If tested positive, they will not be allowed entry. The close contact will be required to wear face masks while inside the HREP premises.

