



Republic of the Philippines
Department of Environment and Natural Resources
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19 September 2023

MEMORANDUM

FOR/TO : **ALL REGIONAL EXECUTIVE DIRECTORS**
CAR, NCR, Regions 1 to 13

ALL BUREAU DIRECTORS
Biodiversity Management Bureau (BMB)
Ecosystem Research Development Bureau (ERDB)
Forest Management Bureau (FMB)
Land Management Bureau (LMB)

ALL PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (PENRO)

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **FOCAL PERSON FOR THE DEVELOPMENT OF A RE-FLEETING PROGRAM FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

In line with the development of a Re-fleeting program (Fleet management plan) for the Department of Environment and Natural Resources (DENR) for CY2023 to CY2028, all DENR Regional Offices and their respective Provincial Environment and Natural Resources Offices (PENROs) and all Staff Bureaus are hereby required to designate one (1) representative each to perform the following tasks:

1. Prepare and/or validate the accomplished Motor Vehicle Inventory and Re-fleeting Program (Annex D of DBM Budget Circular No. 2022-1 dated 11 February 2022);
2. Prepare and/or submit other documents (i.e. summary of vehicles, procurement and disposal plan) to the Fleet Management Committee;
3. Attend meetings and workshops;
4. Answer inquiries from the Committee, and
5. Perform other tasks needed by the Committee.

The names of the focal person, contact numbers, and email addresses shall be submitted to admin.gsd@denr.gov.ph on or before 25 September 2023. Also, the focal person's Facebook messenger name or pagelink shall also be included in the list for the creation of a Fleet Group Chat. For any inquiries, you may contact Administrative Officer IV Marie Kristinne Mamaradlo at (02)8 926-2279 or at (02)8 929-6626 local 2087.

For information and compliance.


ROLANDO R. CASTRO