



Republic of the Philippines  
Department of Environment and Natural Resources  
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September 29, 2023

**MEMORANDUM**

**TO :** All Employees  
DENR Central Office

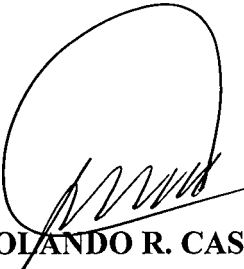
**FROM :** The Director  
Administrative Service

**SUBJECT :** USE OF ELEVATORS

It has been observed that employees press the buttons of all elevators in his/her level while waiting to use the same, this causes undue delay to other users and contributes to higher electricity consumption per level/floor. In order to service all levels/floors of the DENR Main Building, you are advised to please select only one (1) elevator and press its corresponding button. This practice shall improve the capability of the elevators to service all users at all levels/floors of the Building.

Further, if you are going one level/floor up or one level down kindly use the stairs to save time and improve cardiovascular health.

For information and guidance.

  
**ROLANDO R. CASTRO**

MEMO NO. 2023 - 854