



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 8929-66-26 □ (632) 8929-62-52
Website: <http://www.denr.gov.ph> / Email: web@denrgov.ph

October 26, 2023

MEMORANDUM

TO : All Employees
DENR Central Office

FROM : The Director
Administrative Service

SUBJECT : SAFETY AND SECURITY MEASURES DURING THE HOLIDAYS

In view of the Holidays and Weekends between the period October 28 to November 5, 2023, all Employees are requested to turn off and unplug all non-essential appliances and equipment at the end of Office Hours on October 27, 2023 (Friday) to avoid short circuits and overheating during the long break.

Security Guards on Duty shall inspect their respective assignments to ensure safety and security of the area.

For information and guidance.



ROLANDO R. CASTRO

MEMO NO. 2023 - 929