



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

**MEMORANDUM**

**FOR : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES  
CENTRAL OFFICE DIRECTORS, AND OTHER OFFICIALS**

**FROM : THE UNDERSECRETARY AND CHIEF OF STAFF**

**SUBJECT : INSTRUCTIONS ON THE USE OF OSEC BARCODE**

**DATE : OCT 26 2023**

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In the interest of service, this Memorandum is hereby issued to clarify instructions on the use of barcode by the Office of the Secretary (OSEC) for various documents, as follows:

1. All documents signed by the Secretary (or designated Officer-in-Charge) shall bear a corresponding barcode from the OSEC. Said documents shall include Memorandum, Letter, Administrative Order, Special Order, Memorandum Circular, Memorandum of Understanding/Memorandum of Agreement, and any other action or legal document.
2. All other documents signed by the Undersecretaries, Assistant Secretaries, Central Office Directors, and other officials shall not require any barcode from the OSEC, unless otherwise prescribed for legal purposes.

Further, said documents shall be released within the authority of respective offices based on existing guidelines and procedures.

For strict compliance.

  
**MARILOU G. ERNI**

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