



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



**MEMORANDUM**

**FOR/TO :** THE REGIONAL EXECUTIVE DIRECTORS  
NCR, CAR, Regions 2, 4B, 6, 7, 8, 9, 10, 11, 12 and 13

THE DIRECTORS, STAFF BUREAUS  
ERDB, BMB, FMB and LMB

**ATTENTION :** THE ASSISTANT REGIONAL EXECUTIVE DIRECTORS  
NCR, CAR, Regions 2, 4B, 6, 7, 8, 9, 10, 11, 12 and 13

THE CHIEFS, ADMINISTRATIVE DIVISION

**FROM :** THE DIRECTOR  
Director, Administrative Service

**SUBJECT :** SUBMISSION OF REGIONS SUMMARY OF INVENTORY OF  
MOTOR VEHICLE AS PRESCRIBED BY DBM FORMAT

**DATE :** 08 February 2024


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This has reference to the instructions from Department of Budget and Management regarding the submission of DENR Summary of Motor Vehicles as of December 31, 2023 which was forwarded to your respective Region's focal person of the DENR Fleet Mgt. Committee for submission.

Please be informed that as to this date, your respective region have not yet submitted the duly accomplished DBM prescribed format for the DENR Motor Vehicles Inventory. In this regard, your office will be given until Monday morning, not later than 10:00 AM to submit the ecopy in excel file of the said inventory and it should be in one cell per vehicle to facilitate consolidation.

You may send to the re-fleeting group chat (GC) and email to [psmd12018@gmail.com](mailto:psmd12018@gmail.com)/[rrcastro@denr.gov.ph](mailto:rrcastro@denr.gov.ph).

For immediate compliance.



ROLANDO R. CASTRO