



MAR 05 2024

## ADVISORY

FOR/TO : **All Officials and Employees**  
**All Service Providers**  
DENR Central Office

FROM : **The Director**  
Administrative Service

SUBJECT : **SECURITY MEASURES AT THE DENR COMPOUND**

In light of recent security concerns, we are implementing the following transitory security measures at the DENR compound to ensure the safety and well-being of all personnel:

1. **No ID, No Entry Policy**

Effective immediately, a strict "No ID, No Entry" policy will be enforced at the main entrance of the DENR compound. This policy applies to all employees arriving in vehicles, including cars and motorcycles. Please ensure you have your valid identification readily available for inspection upon entry.

2. **Palanas Gate Access**

The Palanas gate will be restricted to DENR employees only. Immediate family members<sup>1</sup> of DENR personnel seeking access through the Palanas gate must complete a Registration Form a week after the issuance of this advisory through this google link: <https://forms.gle/bgzaWiGircTr1qz4>. Said requests shall be subject to the review of the OIC-Chief, General Services Division, and approval of the Director, Administrative Service.

Access will be permitted to Emergency Response and Medical Personnel, Fire Protection, and Law Enforcement Officers in extreme emergency situations.

3. **Overnight Parking Regulations**

Non-DENR employees are prohibited from leaving their vehicles overnight within the compound. DENR employees may only park and leave vehicles overnight under specific conditions:

- a. During Official Travel;
- b. During attendance at workshops, seminars, training, and other Official activities; and
- c. Employees' who rent nearby due to distant residences

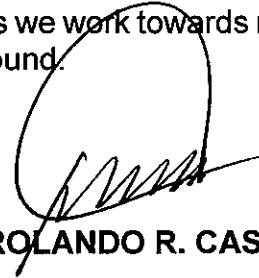
MEMO NO. 2024 - 220

<sup>1</sup> Immediate family members- an employee's parent, spouse, child, or sibling.  
Visayas Avenue, Diliman, Quezon City 1100, Philippines  
[www.denr.gov.ph](http://www.denr.gov.ph)

Prior to parking or leaving vehicles overnight, DENR employees must complete an Overnight Parking Permit at least two (2) days in advance, subject to the approval of the Director, Administrative Service, through this google link: <https://forms.gle/qFqoewioPco9ScwH6>. This requirement aims to facilitate better monitoring and coordination of parking arrangements.

These measures will be implemented as an interim solution while awaiting formal approval and signing of the enhanced security guidelines within the DENR compound by the Secretary.

Thank you for your understanding and cooperation as we work towards maintaining a secure environment for everyone at the DENR compound.

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by several loops and a long horizontal stroke extending to the right.

**ROLANDO R. CASTRO**

# OVERNIGHT PARKING PERMIT

This form shall be filled-out by DENR Central Office employees who shall park and leave their vehicles overnight in the DENR CO compound due to official travel; and/or attendance to workshops, seminars, trainings, and other official activities.

Rest assured that all information provided will be treated with utmost confidentiality.

\* Indicates required question

1. Email \*

2. 1. Name of Employee \*

3. 2. Office/Place of Assignment \*

4. 3. Mobile No.

5. 4. Vehicle Type and Model \*

6. 5. Plate Number \*

7. 6. Purpose to Park Overnight (Ex. with Approved Travel Order) \*

8. 7. Duration of Parking (in hours) \*

### Required Proofs

Kindly upload supporting documents requested below.

9. *Approved Travel Order (TO) or other related documents to support the necessity to park overnight* \*

Files submitted:

This content is neither created nor endorsed by Google.

## Google Forms

# REGISTRATION FORM RE: GRANT OF ACCESS THROUGH THE PALANAS GATE

This form will be completed by DENR Central Office employees residing in Palanas Area D, Vasra, Quezon City, seeking authorization for their relatives to pass through the Palanas Gate.

Rest assured that all information provided will be treated with utmost confidentiality.

\* Indicates required question

1. Email \*
2. Name of Employee \*
3. Office \*
4. Mobile No. \*
5. Name of Relative/s \*
6. Complete Address of Relative/s \*

## 7. Relation to Employee \*

## 8. Type of ID to be presented by relative \*

Mark only one oval.

- Company ID
- UMID
- Passport ID
- Senior Citizen ID or PWD ID
- School ID
- Postal ID
- Driver's License
- PRC ID
- Voter's ID
- Philhealth ID
- TIN ID
- Others - not specified above
- Other:

## 9. Upload the ID to be presented by relative \*

Files submitted:

10. Upload duly signed certification from the DENR employee (*Indicate that all names registered are his/her immediate family members, and they shall adhere to DENR policies*). \*

Files submitted: