



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



ADVISORY

FOR/TO : All Officials and Employees
All Security Personnel
DENR Central Office

FROM : The Director
Administrative Service

SUBJECT : VISITOR MANAGEMENT PROCEDURE IN THE DENR CENTRAL OFFICE

DATE : APR 16 2024

In order to ensure the safety and security of all personnel within the DENR Central Office premises, and to provide clarity for all visitors, the following procedures shall be observed:

1. Arrival and Registration

Upon arrival at the DENR Main Building Lobby or VIP Entrance, visitors are required to fill out the visitor's logbook and present at least one (1) valid identification card to the security personnel. A color-coded visitor's ID will be issued accordingly.

2. Verification and Escort

The security personnel shall validate the visit with the respective office. A representative from the concerned office shall accompany the visitor to their Office.

3. Special Coordination for VIPs

VIPs and visitors to the Office of the Secretary must coordinate their visit through the staff/focal point at the Office of the Secretary, with the security personnel at the DENR Main Building Lobby or VIP Entrance to facilitate easier verification.

4. Waiting Area Protocol

Visitors shall wait in the lobby with at least one (1) security personnel until their entry is authorized. If multiple transactions are required, visitors need to obtain another appropriate color-coded visitor's ID after each transaction. Visitors shall be escorted out of the building if found in unauthorized premises within the Office.

5. Security Measures

All visitors are subject to bag inspections, metal detectors, and other safety precautions. Prohibited items such as firearms, ammunition, knives, and similar items must be surrendered to the Main Building Lobby security personnel for safekeeping; otherwise, entry will be denied.

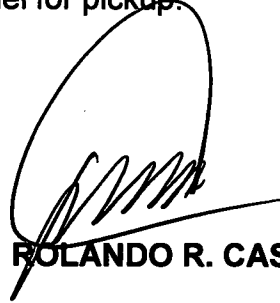
6. Contractor and Delivery Protocol

Contractors, service providers, and deliveries of equipment, supplies, and materials must enter through the basement entrance. They are required to submit valid IDs and fill out the logbook maintained by the basement security personnel.

7. Food and Delivery Protocol

All deliveries, whether food or e-commerce-related, including those facilitated by platforms like Grab, Shopee, Lazada, Lalamove, etc., are to be conducted outside the compound. However, for bulk deliveries, delivery personnel may be allowed entry in the compound and are required to wait at the designated area until they are met by the concerned personnel for pickup.

For your information and strict compliance.



ROLANDO R. CASTRO

