



**MEMORANDUM**

**FOR/TO** : All DENR Officials and Employees

**FROM** : The Undersecretary  
Legal and Administration

**SUBJECT** : **GUIDELINES IN LINE WITH THE CELEBRATION OF  
THE 37<sup>TH</sup> DENR ANNIVERSARY ON 10 JUNE 2024**

**DATE** : 05 June 2024

Relative to the program for the celebration of the DENR 37<sup>th</sup> Anniversary on 10 June 2024, please be guided by the procedures below:

Registration

1. Regional Offices, Bureaus, and Attached Agencies who will join the program at the venue shall pre-register their participants by sending their names through email at [denranniv2024@gmail.com](mailto:denranniv2024@gmail.com) not later than 12 noon of 07 June 2024. Heads of office shall ensure that sufficient number of staff will remain in their respective stations so as not to hamper service delivery.
2. Not more than 20% of staff shall also be maintained in DENR Central Office units. They shall join the program via Zoom. Heads of office shall submit to the Personnel Division a certified list of employees who will serve as skeleton workforce not later than 12 noon of 07 June 2024.
3. The Registration booth will be set up in front of the DENR Central Office Main Building.
4. Registration will start at 6:30 AM and will end at 9:00 AM.

Raffle

1. Employees who will register beyond 9:00 AM will no longer be entitled to raffle entries.
2. Three sets of raffle tickets shall be distributed to registrants: 1) early bird; 2) minor prizes; and 3) major prizes. To qualify for the raffle draws, tickets must be dropped in the designated *tambiolos* on or before:
  - a. 7:30 A.M. for early bird raffle; and
  - b. 9:00 A.M for minor and major prizes.
3. Raffle stubs are color-coded based on office cluster and raffle category. Separate color-coded *tambiolos* will be available for:
  - a. Early bird raffle;
  - b. Minor prizes:

- i. DENR Central Office
  - ii. Regional Offices, Bureaus and Attached Agencies
  - iii. DENR Central Office security and utility personnel
- c. Major prizes:
  - i. DENR Central Office
  - ii. Regional Offices, Bureaus and Attached Agencies
  - iii. DENR Central Office security and utility personnel
- 4. Early bird raffle winners will still qualify for minor and major prizes. Minor prize raffle winners will still qualify for major prizes.
- 5. Raffle stubs of DENR Central Office employees who will serve as skeleton workforce shall be marked for identification.
- 6. DENR Central Office security and utility personnel shall be entitled to raffle stubs.
- 7. Winners are required to be present at the venue to claim their prizes, except the following:
  - a. DENR Central Office officials and employees identified as skeleton workforce based on the signed list submitted to the Personnel Division and with tickets marked as skeleton workforce; and
  - b. DENR Central Office security and utility personnel who are on duty in their respective posts at the time their name was drawn, based on the lists provided by the General Services Division.

**Claim Stubs for Money Coupons and Food**

1. Claim stubs for money coupons and A.M. snack will be given to participants upon registration.
2. Employees who will register beyond 9:00 A.M. shall proceed to the Cashier Section. They will no longer be entitled to a raffle stub but may still claim their money coupons for the *banchetto*.
3. Claim stubs for A.M. snack will be available up to 10:00 A.M. only.
4. Student interns shall get their claim stubs at the Cashier Section.

**Participation via Zoom**

1. Employees may join via Zoom through the following details:

**DENR CO, Bureaus and Attached Agencies**

Meeting ID: 915 0682 2898

Passcode: DENR2024

**Regional Offices**

Meeting ID: 971 0237 6946

Passcode: DENR2024

2. Log in using the format: OFFICE\_FullName\_Position  
(e.g. DENR3\_JohnCruz\_FR, EMB3\_PeteSantos\_SREMS,  
NRDC\_MayReyes\_AO2).

3. Regional Office, Bureau and Attached Agency participants who will join via Zoom may win prizes through our online games. The link and access code will be sent through the Zoom Chat. Prizes will be sent to winners through their GCash account.
4. All participants joining the celebration face-to-face and DENR Central Office officials and employees joining via Zoom as skeleton workforce are not eligible to participate in the online games.

Other Reminders

1. DENR Central Office employees and contract of service personnel shall be required to register their time entries through the biometric attendance system. Time in beyond 8:00 A.M. shall be considered tardy.
2. The Holy Mass will be held at the DENR Multi-Purpose Building at 8:00 AM.
3. Everyone shall wear any DENR shirt.
4. Please wear your ARTA ID.

For your information and guidance.

  
ATTY. ERNÉSTO D. ADOBO, JR., CESO I