



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



**MEMORANDUM**

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

**FROM** : **THE DIRECTOR**  
**Administrative Service**

**SUBJECT** : **GUIDELINES FOR BRINGING PETS IN THE DENR CENTRAL OFFICE**

**DATE** : **18 June 2024**

---

As part of our commitment to maintaining a safe and professional working environment at the DENR Central Office, please adhere to the following guidelines regarding bringing pets to work:

1. Bringing pets to work should not be encouraged as a regular practice. In special cases (e.g. vaccination, check-up and grooming, etc.), this shall require prior approval from the immediate supervisor. This ensures that potential disruptions are minimized and that pets do not interfere with work responsibilities or affect the productivity and focus of colleagues.
2. Pets may inadvertently cause harm to other employees, either through allergies, bites, scratches, or other unforeseen interactions. The safety and well-being of all employees should be the top priority.
3. Not all employees share the same enthusiasm for pets. It is crucial to respect these considerations to maintain an inclusive environment for everyone.
4. Pet owners are solely responsible for the behavior and actions of their pets while in office premises. Any damage or disturbance caused by pets will be the responsibility of their owners and immediate supervisors.

Thank you for your understanding and cooperation in ensuring that our workplace remains productive, safe and respectful of all employees' needs.

  
**ROLANDO R. CASTRO**

MEMO NO. 2024 - 554