



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



MEMORANDUM

FOR : **The Members**
DENR Gender and Development National Focal Point System
(DENR Special Order No. 2015-605)

THRU : **The Concerned Service Directors**
Policy and Planning Service
The Chiefs - Planning and Programming Division, Program
Monitoring and Evaluation Division, Policy Studies Division

Foreign-assisted and Special Projects Service
The Chief - Project Monitoring and Evaluation Division

Administrative Service
The Chiefs - Budget Division, General Services Division

Human Resource Development Service
The Chiefs - Training and Development Division, Personnel
Division

Strategic Communications and Initiatives Service

Knowledge and Information Systems Service
The Chiefs - Statistics and Data Resource Management Division,
Information Systems Division

Legal Affairs Service
The Chief - Legal Research and Opinion Division

Legislative Liaison Office

All Bureau Directors

Head of Employees' Union

FROM : **The Director**
Gender and Development Office and Climate Change Service

SUBJECT : **REQUEST FOR EDUCATIONAL MATERIALS AND TOYS FOR
THE DENR DAYCARE CENTER**

DATE : **22 January 2024**

This refers to the need for educational materials and toys in the DENR Daycare Center for its daily operation and classes. Educational toys help enhance a child's learning through developing their logic and problem solving skills, encouraging communication skills, refining motor skills and nurturing their creativity.

To augment this need, may we request for voluntary donation of needed and even used educational toys and materials for ages 3 to 4 years old, including but not limited to the following: activity/story books, puzzles, stacking blocks, music instruments, among others. Toys such as swords, guns and similar ones that may promote violence are discouraged.

For even used educational materials and toys, we request donors to have them pre-cleaned and sanitized before donating them.

Employees who are willing to donate the requested educational toys and materials, are advised to proceed to the temporary facility of the DENR Daycare Center; Monday to Friday; 8:00AM to 5:00PM at Ground Floor, Smarthouse- Incident Command Center (near the DENR Multipurpose Building Parking Lot), DENR Compound, Visayas Avenue, Diliman, Quezon City.

Thank you very much.


ELENIDA DR BASUG