



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



MEMORANDUM

FOR/TO : ALL OFFICIALS AND EMPLOYEES
FROM : THE HEAD EXECUTIVE ASSISTANT
SUBJECT : REMINDER RE NAME OF THE SECRETARY
DATE : JUL 11 2024

It has been observed that some documents submitted to the Office of the Secretary (OSEC) have recurring typographical errors on the encoded name of the Secretary.

In the interest of service, this Memorandum is hereby issued to remind all officials and employees of the DENR Central Office on the proper name of the Secretary to be displayed in office documents, communications and other correspondences:

MARIA ANTONIA YULO LOYZAGA

Documents displaying the incorrect name shall be returned by the OSEC to respective originating offices for modification.

For information and guidance.


JOSE JOAQUIN Y. LOYZAGA

MEMO NO. 2024 - 626