



MEMORANDUM

FOR/TO : All DENR Officials and Employees Concerned

FROM : The Undersecretary
Special Concerns and Legislative Affairs

SUBJECT : LOCATION AND PROTOCOL FOR THE UPCOMING
BUDGET HEARING/BRIEFING ON THE DENR FY 2025
PROPOSED BUDGET IN THE HOUSE OF
REPRESENTATIVES

DATE : 02 AUG 2024

This refers to the Memorandum dated 29 July 2024 from the Office of the Undersecretary for Finance, Information Systems and Climate Change with the subject Committee on Appropriations, House of Representatives, Budget Briefing/Hearing on the DENR FY 2025 Proposed Budget, assigning the location and protocol information dissemination to LLO.

Please be advised of the location and protocol set by the House of Representatives, as follows:

1. DATE AND VENUE

The upcoming budget hearing/briefing on the DENR FY 2025 proposed budget will be held on **07 August 2024 (Wednesday), 09:00am** at **Nogralles Hall, South Wing Annex (SWA), House of Representatives, Batasan Hills, Quezon City.**

Further, the **HOLDING ROOM** will be at **Villar Hall, South Wing, House of Representatives, Batasan Hills, Quezon City.** Call time for the attendees will be at **8:00am.**

Directions to the aforesaid location can be accessed through this link bit.ly/4c4iWFP or this QR Code:



2. LIST OF ATTENDEES

The list of attendees from the DENR Concerned Offices must be submitted to the Legislative Liaison Office (LLO) on or before **Monday, 05 August 2024** in adherence to the **STRICT ENTRANCE POLICY** of the House of Representatives.

Important Notice: Persons whose names are not on the list will be prohibited from entering the House of Representatives. Further, we kindly request that the participation be **limited to essential personnel only**. Only DENR officials are allowed to enter the Nograles Hall, the rest shall stay at the designated holding room, as advised by the Committee.

Attached is the guide for filling out the attendance (*Annex A*) and upload it through this link bit.ly/4d3sCIm or QR Code:



3. DRESS CODE

In adherence to the Rules of the House of Representatives, wearing business/office attire during sessions and committee meetings is highly advisable.

Further, attendees should wear their agency ID while inside the House of Representatives.

4. OTHER CONCERNS/CLARIFICATIONS

For any concerns and clarifications, you may contact DENR LLO at 8920 1761 or reach us through Atty. Angelique Pearl V. Miranda and Ms. Kamille Victoria H. Ordoeza at 0906 435 2325 and 0916 783 3907. You may also email us at denrlllo@denr.gov.ph.

For your information and guidance.


IGNATIUS LOYOLA A. RODRIGUEZ

