



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



**MEMORANDUM**

**FOR** : **All The Undersecretaries**  
**All Assistant Secretaries**  
**All Service Directors**  
**All Executive Directors**  
**All Bureau Directors**  
**All Heads of Attached Agencies**  
**All Regional Executive Directors**  
**All Regional Directors**  
Mines and Geosciences Bureau  
Environmental Management Bureau  
**All Concerned Division Chiefs and Staff**

**FROM** : **The Undersecretary**  
Special Concerns and Legislative Affairs

**SUBJECT** : **INVITATION TO BUDGET PLENARY HEARING BEFORE THE HOUSE OF REPRESENTATIVES ON THE DENR FY 2025 PROPOSED BUDGET FROM THE COMMITTEE ON APPROPRIATIONS**

**DATE** : **11 SEP 2024**

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This is to respectfully request your attendance to the conduct of the Budget Plenary hearing for the FY 2025 DENR Proposed budget. Guidelines on the location and protocol set by the House of Representatives are as follows:

**1. DATE AND VENUE**

The Plenary hearing on the DENR FY 2025 proposed budget will be held on **19 September 2024 (Thursday), 10:00 am** at the **Plenary Hall, Main Building, House of Representatives, Batasan Hills, Quezon City**.

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

Directions to the aforesaid location can be accessed through this link <https://bit.ly/3XCyaxI> 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 **16 September 2024 (Monday) 12:00nn**, 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 and authorized personnel are allowed to enter the Plenary Hall, the rest shall stay at the designated holding room, as advised by the Committee.

Kindly fill out the attendance guide which you may access through this link <https://bit.ly/3Zh5Zpl> 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.

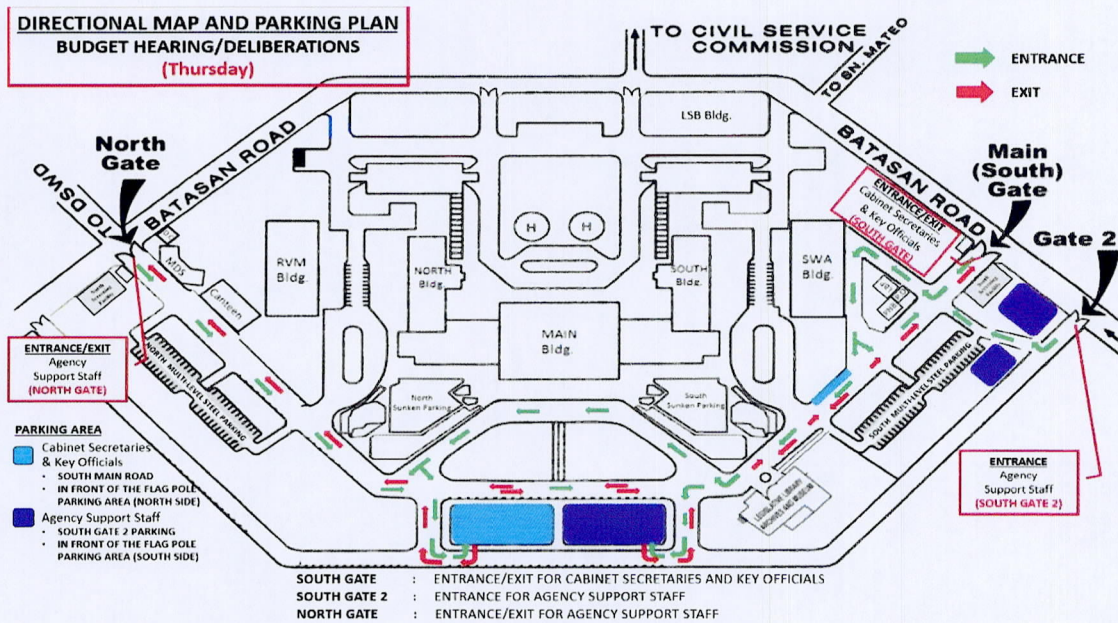
## 4. REMINDER

Please be reminded that all attendees shall stay inside the premises of the House of Representatives until the DENR Budget is approved.

Additional instructions will be forwarded once received by our Office.

## 5. GATE ASSIGNMENT

Please be guided by the previous gate assignments for easy access to the House of Representatives.



**6. 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. Ordoveza at 0906 435 2325 and 0916 783 3907, respectively. You may also email us at [denrll@denr.gov.ph](mailto:denrll@denr.gov.ph).

For your information and guidance.

*Ignatius Loyola A. Rodriguez*  
**IGNATIUS LOYOLA A. RODRIGUEZ**