



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



MEMORANDUM

**TO : All Permanent Employees
All Contract of Service
DENR Central Office**

**FROM : THE DIRECTOR
Administrative Service**

SUBJECT : REMINDER ON CHANGE OF ACCOUNT NUMBERS

DATE : 17 September 2024

This is in reference to the preparation and generation of the Payroll Register through the Financial Data Entry System (FinDES) of the Land Bank of the Philippines (LBP).

In this regard, and to minimize errors and ensure the accuracy of payroll transactions, kindly ensure that any changes to account numbers and/or related personal information are promptly reported to both the Accounting Division and the Personnel Division.

For your compliance.


ROLANDO R. CASTRO

**Cc: The OIC-Director
Financial Management Service**

**The OIC-Director
Human Resource Development Service**

MEMO NO. 2024 - 839