



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



**MEMORANDUM**

**TO :** All Regional Executive Directors  
All Bureau Directors  
All EMB and MGB Regional Directors  
All Heads of Attached Agencies

**FROM :** The Undersecretary  
Legal and Administration

**SUBJECT :** SUBMISSION OF COMPLETE CONTACT INFORMATION  
OF THE RECORDS OFFICERS FOR THE DENR FREEDOM OF  
INFORMATION (FOI) PEOPLE'S MANUAL

**DATE :** SEP 23 2024


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This refers to the regular updating of the Freedom of Information (FOI) People's Manual of the Department.

To update the said manual, you are hereby instructed to submit the complete details of the Records Officers/FOI Receiving Officers in your respective Regional Offices, Bureaus, PENROs, CENROs, and Attached Agencies.

Attached is the sample format for proper consolidation. Please submit the filled-out forms to the Records Management Division through e-mail at [rmdd@denr.gov.ph](mailto:rmdd@denr.gov.ph) on or before September 30, 2024.

For immediate compliance.

  
ATTY. ERNESTO D. ADOBO, JR., CESO I

MEMO NO. 2024 - 856

**RECORDS OFFICERS OF THE VARIOUS OFFICES OF THE DENR**

<b>Office</b>	<b>Location of Records Office</b>	<b>Contact Details</b>	<b>Assigned Records Officer</b>
<b>DENR Central Office</b>	Basement, DENR Central Office, Visayas Avenue, Diliman, Quezon City	(02) 8926-8079 rmdd@denr.gov.ph	Jocelyn B. De Layola (OIC-Chief/FOI Chief)  Maribel D. Garcia (FOI Receiving Officer)