



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



MEMORANDUM

FOR/TO : All Concerned Officials and Employees
DENR Central Office

FROM : The OIC Director
Financial and Management Service

SUBJECT : **SURVEY QUESTIONNAIRE RELATIVE TO THE GUIDELINES
ON THE PROCUREMENT OF FOOD/CATERING SERVICE FOR
IN-HOUSE MEETINGS, TRAININGS AND WORKSHOPS**

DATE : **25 SEP 2024**

The Management Division is currently conducting a survey aimed to gather insights and clarify specific issues related to the approved Guidelines on the procurement of food/catering services for in-house meetings, trainings, and workshops dated March 31, 2023.

All DENR-CO personnel who are responsible for the procurement of food/catering services of their respective offices and prepare documentary requirements for the processing of payments/claims are encouraged to participate in this survey. The Survey Questionnaire can be accessed through the link/QR Code below.



<https://bit.ly/SQend-users>

Please be assured that all information provided will be treated with the utmost confidentiality. Your personal information and responses will not be shared with unauthorized individuals or offices.

We would greatly appreciate receiving the survey responses on or before October 4, 2024. For any queries and concerns, you may contact Ms. Honey May F. Parungao at Telephone No. 8926-6998 or VoIP No. 1028/1027.

Your cooperation is highly appreciated.

IMELDA R. DELA CRUZ

MEMO NO. 2024 - 862