

**DENR Memorandum Order**  
**No. 99 – 04**  
**February 23, 1999**

**Subject : Bureau and Regional Reporting**

In the interest of the service and to streamline department-wide operations, all staff bureau and regional offices are hereby instructed to report directly and regularly to the Office of the Secretary.

All reports, memoranda and other documents requiring immediate action from the Office of the Secretary shall be submitted directly to said office.

The Undersecretary for Environment and Program Development shall continue supervision of all foreign-assisted and special projects and department policy formulation related to the environment. The Undersecretary for Field Operations shall continue supervision of all monitoring efforts and enforcement of policies in regional, provincial and community offices.

This Order shall take effect immediately.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary