

**DENR Memorandum Circular
No. 2001 – 16
December 19, 2001**

SUBJECT : Adoption of the “Guidelines on Administrative and Financial Policies and Procedures” for the Philippine Ozone Desk Grant Funds.

In the interest of the service and in order to operationalize and institutionalize an administrative and financial procedures for the Philippine Ozone Desk, an office created by virtue of the ratification of the Montreal Protocol on Substances that Deplete the Ozone Layer on March 21, 1991, the “Guidelines on Administrative and Financial Policies and Procedures for the POD Grant Funds” is hereby adopted.

The guidelines shall be followed in all administrative and financial transactions of the Philippine Ozone Desk to ensure efficiency and transparency in its operations.

This Order shall take effect immediately and shall remain in force unless revoked in writing.

(Sgd.) HEHERSON T. ALVAREZ
Secretary