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TO : **ALL DENR CENTRAL OFFICE EMPLOYEES**

FROM : **THE OFFICER-IN-CHARGE  
OFFICE OF THE UNDERSECRETARY FOR  
MANAGEMENT AND TECHNICAL SERVICES**

SUBJECT : **"FRIDAY IS RECYCLE DAY"**

DATE : November 11, 2005

The GALAW NG KALIKASAN is initiating a campaign entitled "**FRIDAY IS RECYCLE DAY**" to encourage all DENR Employees to use or wear anything made out of recyclable or reusable materials like fashion accessories, bags, shoes, clothing or even items that could be displayed or used in the office. This activity aims to increase employees' environmental awareness and to put into practice the idea of **3Rs-REDUCE-REUSE, RECYCLE**. Furthermore, the activity supports the EMS Program of the DENR thru recycling of used/disposed office supplies and materials in addition to household and other recyclable materials.

Starting November 18, 2005 the department will observe a "**FRIDAY-RECYCLE DAY**" activity. A token and a certificate of appreciation will be given to three employees who had worn or used the best recycled items during the day. Judging will be done in the afternoon and the winners for the day will be announced every Monday after the flag ceremony. This drive will end on December 16, 2005.

Everybody is enjoined to participate in the said activity of the group. This is one way of showing that we "CARE."

  
**ASEC MICHELLE ANGELICA D. GO**

*Memo 303*

**GUIDELINES ON THE ACTIVITY OF THE GALAW NG KALIKASAN (Galaw ng KAWaning LIKAS At NAKikipagtulungan)**

**TITLE : "FRIDAY IS RECYCLE DAY"**

**PLACE : DENR –CENTRAL OFFICE**

**PARTICIPATING INDIVIDUALS : ALL DENR-CENTRAL OFFICE EMPLOYEES**

**DURATION : November 18, 2005 to December 16, 2005 – 5 Fridays**

**OBJECTIVE : TO SUPPORT THE DENR ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) AND TO PUT INTO PRACTICE THE IDEA OF 3Rs-REDUCE, REUSE and RECYCLE**

**MECHANICS:**

- 1. All DENR –Central Office Employees are encouraged to join this activity.**
- 2. Three employees who had worn or used the best recycled items during the "Recycle Day" will be chosen.**
- 3. The manner of choosing will be based on the following:**

**A. FOR FASHION ACCESSORIES, BAGS, SHOES, & CLOTHES – (Individual Entry)**

<b>1. Projection</b>	<b>-</b>	<b>20 %</b>
<b>2. Creativity</b>	<b>-</b>	<b>30 %</b>
<b>3. Durability</b>	<b>-</b>	<b>20 %</b>
<b>4. COST of resources used</b>	<b>-</b>	<b>20 %</b>
<b>5. EMS support</b>	<b>-</b>	<b>10 %</b>
		<hr/>
		<b>100 %</b>

**A. FOR ITEMS DISPLAYED/USED IN THE OFFICE – (Individual entry)**

<b>1. Originality</b>	<b>-</b>	<b>25 %</b>
<b>2. Creativity</b>	<b>-</b>	<b>25 %</b>
<b>3. Durability</b>	<b>-</b>	<b>20 %</b>
<b>4. Cost of resources used</b>	<b>-</b>	<b>20 %</b>
<b>5. EMS support</b>	<b>-</b>	<b>10 %</b>
		<hr/>
		<b>100 %</b>

- 4. Judges will be from the rank of Section Chiefs and above and may be from EMB and FMB.**
- 5. Recyclable/reusable materials must be taken from supplies/items disposed from our offices in addition to household and other recyclable materials. Thriftiness must also be observed.**
- 6. The Three Best Entries will be announced after the flag ceremony every Monday.**
- 7. Tokens and Certificate of Appreciation will be awarded to the best entry**
- 8. Special award will be given to frequent user of recycled/reused items which will be announced on the December 19, 2005.**

**PROPOSED BY: ESTELA "ETHEL" DE GUZMAN**  
**Organizer**  
**GALAW NG KALIKASAN -DENR**