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**DENR Memorandum**  
**Circular No. 2005 - 014**

**OCT 04 2005**

**SUBJECT : DISSEMINATION OF ISSUANCES AND INFORMATION  
VIA E-MAIL**

In line with the austerity measures of the Department and to keep pace with the ever changing demands of technology, the Records Management and Documentation Division (RMDD) will commence the dissemination of issuances and information via e-mail to concerned offices effective November 2005.

In this regard, all concerned officials/focal persons are hereby advised to regularly monitor their official e-mail addresses to check for new issuances and information. However, the use of distribution list which the receiving staff acknowledges receipt of issuances and information will still be adopted until the end of this year. Thereafter, acknowledgement by concerned offices shall be done through e-mail.

Hence, you may view/retrieve copies of Issuances such as Memorandum Orders, Circulars, Administrative Orders and Special Orders by logging on to our website at [www.denr.gov.ph](http://www.denr.gov.ph). For any inquiry, e-mail at [rmdd@denr.gov.ph](mailto:rmdd@denr.gov.ph) or call telephone numbers 9262694/9296626 loc. 2085.

For strict compliance and guidance.

  
**ARMANDO A. DE CASTRO**