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25 APR 2017

**MEMORANDUM**

TO : All Regional Directors  
DENR


FROM : The Undersecretary for Field Operations and Staff Bureaus

SUBJECT : **SUBMISSION OF DOCUMENTS FOR ACTION TO THE OFFICE OF THE UNDERSECRETARY FOR FIELD OPERATIONS AND STAFF BUREAUS AND/OR OFFICE OF THE SECRETARY**

In view of the designation of the undersigned as Undersecretary for Field Operations and Staff Bureaus pursuant to Special Order No. 2017- 335 dated April 17, 2017, and to streamline the processing and facilitate decision-making on documents submitted to the Office of the Undersecretary for Field Operations and Staff Bureaus and /or Office of the Secretary, you are hereby instructed to submit all documents on technical matters and/or those pertaining to enforcement and regulation to the Bureau concerned for Complete Staff Work (CSW) and eventual submission to DENR Central Office. The Bureaus concerned shall ensure that action documents for approval of the undersigned and/or the Secretary are included in the CSW.

You are further reminded to exercise due diligence and utmost efficiency in evaluating/ reviewing documents submitted for action to the Central Office.

For compliance.

  
MARLO D. MENDOZA *pp*

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