



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region ~~629~~  
Odiongan, Romblon

OUTGOING	
Received by: _____	_____
Date: _____	JUN 02 2023

**MEMORANDUM**

JUN 02 2023

FOR : **The Regional Executive Director**

THRU : **The Assistant Regional Director**

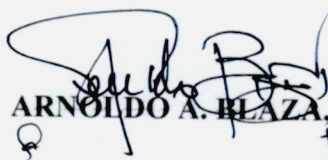
ATTN. : **Chief, HRDS Edna A. Tarrosa**

FROM : **The OIC, PENR Officer**

SUBJECT : **NOMINATION OF PARTICIPANT TO ATTEND THE ORIENTATION ON PROPER HANDLING OF OFFICIAL EMAIL ADDRESS**

In the interest of the service and in compliance with the memorandum of the DENR Central Office Director, Knowledge and Information System Service Maria Elena A. Morillos Manila, **AOI (Records Officer I) Joevir J. Cabaron** is hereby nominated to attend Orientation on Proper Handling of Official Email Address.

For your consideration and approval.

  
**ARNOLDO A. BLAZA, JR.**



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 · (632) 929-62-52  
929-66-20 · 929-66-33 to 35 · 929-70-41 to 43

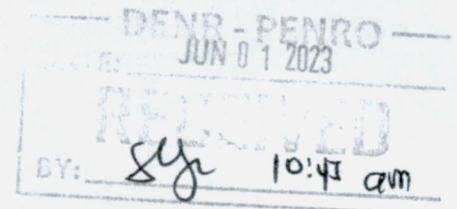
**MEMORANDUM**

**FOR :** All Regional Executive Director  
Regions 1-13, NCR and CAR

**FROM :** The Director  
Knowledge and Information Systems Service

**SUBJECT :** ISSUANCE OF OFFICIAL E-MAIL ACCOUNTS FOR CERTAIN  
OFFICES IN THE REGIONAL OFFICES  
13 0 MAY 2023

**DATE :**



As part of the continuous effort of this office to ensure that electronic communications and online transactions of the Department are properly managed and secured. We would to inform you that we will be issuing official e-mail addresses in the following offices:

OFFICES	PURPOSE
Office of the Regional Executive Director	Primarily for the management of email communication of the Region across the Department, other government agencies and stakeholders with regard to its plans and program and other official communications.
Planning and Management Division	Primarily for the immediate submission of planning related documents such as WFP, Accomplishment Reports, and MoVs.
Procurement Section / BAC	Primarily for the management of email communication and submission of documents to GPBB and other procurement related documents.
Personnel Section – Administrative Division	Primarily for the management of email communication and submission of documents related to Recruitment and Promotion.
Human Resource Development Section – Administrative Division	Primarily for the management of email communication and submission of documents related to Training and Development.
DENR – NCR MEOs	Primarily for the management of email communication of the office across the Department, other government agencies and



	stakeholders with regard to its plans and program and other official communications.
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Further, we request to kindly submit the list of personnel that will handle the said email addresses including those who handles the office email addresses of their respective PENROs and CENROs **on or before June 2, 2023**. The said personnel will undergo an orientation on the salient features of Google Workspace as well as the proper handling of the official email address.

For your information and guidance.



MARIA ELENA A. MORALLOS MANILA

*cc: Undersecretary for Finance, Information Systems and Climate Change*

*Assistant Secretary for Finance, Information Systems and Mining Concerns*