

**Memorandum Circular  
No. 21  
November 6, 1992**

**TO : To All Concerned and DENR  
Officials/Employees**

**SUBJECT : Giving and Receiving of Gifts**

The Department of Environment and Natural Resources (DENR) is a government service agency. Each day thousands of people are served by its personnel all over the country.

It is natural for people to express goodwill and/or gratitude in a concrete manner by giving gifts. We know that such tokens of appreciation are prompted by the best of intentions, but we would prefer and therefore request that gifts not be given to the officials and employees of DENR this Christmas, or at any time of the year.

DENR Officials and Employees are likewise reminded to observe at all times a high standard of ethics in public service and see to it that they discharge their duties with utmost responsibility, integrity, competence and loyalty, and uphold interest over personal interest.

Your continued understanding and cooperation will be greatly appreciated.

**ANGEL C. ALCALA  
Secretary**