

**DENR Memorandum Circular
No. 32**

**SUBJECT : Clearance of All Documents by the Office
of the Head Executive Assistant**

1. This is to reiterate the policy of the Office of the Secretary that no contracts or agreements are to be submitted to the Secretary for signature unless indorsed and cleared by the Head Executive Assistant.
2. Following this policy, all documents to be submitted to the Secretary for signature are hereby to be routed to the OIC HEA Annabelle Plantilla for clearance and endorsement.
3. FOR EVERYBODY'S COMPLIANCE.

**ANGEL C. ALCALA
Secretary**