

DENR Memorandum Order

No. 13

June 16, 1994

SUBJECT : Implementation of the 4-k Program (Kalinisan, Kaayusan Kagandahan para sa Kaunlaran).

Pursuant to the Clean and Green Program of the government and in order to promote a conducive working environment for all employees in the Department, the 4 - k (kalinisan, Kaayusan, Kagandahan para sa Kaunlaran) Program is hereby implemented. As a matter of policy, all DENR Offices shall be kept clean, presentable and orderly at all times. All Officials are hereby mandated to support the implementation of this Program.

A House Keeping Committee shall be created to monitor the implementation of the Program. Said Committee shall also take charge of the search for the cleanest and most orderly division, as well as the dirtiest and most untidy division. The winners will be given an award during an appropriate ceremony every six months. The awards for the program shall be promulgated by the Suggestions and Incentive Awards Committee (SIAC). Said awards shall be duly filed/noted in the 201 files of Chiefs of the winning divisions for recognition purposes.

All Bureaus, attached agencies and Regional Offices are likewise instructed to implement this Program within their respective Offices.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary