

DENR Memorandum Order

No. 19

August 11, 1994

SUBJECT : Authority for Personnel of the DENR Proper and Staff Bureaus to Schedule One-half Day per Week during the Rainy Season for Tree Planting Activities on Official Time.

In the interest of the service and in support of the "Clean and Green" Program of the government, all offices and units of the DENR Proper and Staff Bureaus are hereby enjoined and authorized to schedule one-half day per week during the next four rainy months of this year (August-November) for tree planting activities on official time.

Each Service/Office/Unit concerned shall identify its own planting site within a reasonably nearby area preferably public and government-owned.

Tree, planting materials for this purpose shall be provided by the NCR Regional Executive Director and actual tree planting activities shall be closely coordinated with the Office of the Coordinator for Urban and Roadside Forestry Program.

Attendance of the personnel concerned in this connection shall be monitored and recorded by designated official timekeepers of the Central Office and by the respective Human Resource Management/Personnel Officers of the Staff Bureaus.

This Order takes effect immediately.

ANGEL C. ALCALA
Secretary