



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Deliman, Quezon City, 1100  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669

**MEMORANDUM**

**FOR :** The DIVISION CHIEF  
Accounting Division

**FROM :** The INTERIM CHIEF  
Supply Management Section (SMS), Property and Supplies Management Division

**DATE :**

**SUBJECT :** DELIVERY REPORT

Respectfully forwarding pertinent documents for your perusal and use with the following details:

Mode of Procurement	:	
End-user	:	
Supplier/Contractor	:	
Purchase Request (PR) No.	:	
Purchase Order (PO)/Contract No.	:	
Amount	:	
Date of Delivery (SMS date of receipt)	:	
Sales Invoice (SI) No.	:	Date :
Delivery Receipt (DR) No.	:	Date :
Inspection and Acceptance (IAR) No.	:	Date :

Thank you.

ANNA GENALIN D. PAPINA, MSES, DPA