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## Fwd: LETTER REQUEST DATED AUGUST 12, 2021

1 message

**R4B PENRO Palawan** <penropalawan@denr.gov.ph>

Tue, Aug 17, 2021 at 9:18 AM

To: Donna Gordove <dmgordove@denr.gov.ph>, RED MIMAROPA OFFICIAL-NEW <mimaroparegion@denr.gov.ph>, ARD for MS <ardms\_mimaropa@yahoo.com.ph>, ARD MSD OFFICIAL <ardms\_mimaropa15@yahoo.com>

Dear **Sir/Madam**:

Good day!

Kindly confirm receipt of this email.

Thank you.

Yours truly,

**ERIBERTO B. SAÑOS**

Provincial Environment  
and Natural Resources Officer

.....  
DENR-PENRO Palawan  
Bgy. Sta. Monica  
Puerto Princesa City  
5300 Palawan  
PHILIPPINES

Email: [penropalawan@denr.gov.ph](mailto:penropalawan@denr.gov.ph)  
Website: [www.denrpalawan.tk](http://www.denrpalawan.tk)

Telephone Numbers:

Office of the PENRO +63 (48) 434-8791  
Information Desk +63 (48) 433-5638  
Planning Office +63 (48) 433-2050  
Cashier's Office +63 (48) 433-1391  
.....

----- Forwarded message -----

From: **lmt covid** <[imtcovid.reqppc@gmail.com](mailto:imtcovid.reqppc@gmail.com)>  
Date: Mon, Aug 16, 2021 at 1:49 PM  
Subject: Re: LETTER REQUEST DATED AUGUST 12, 2021  
To: R4B PENRO Palawan <[penropalawan@denr.gov.ph](mailto:penropalawan@denr.gov.ph)>

Dear Mr. Saños,

Greetings!

Please be advised that your request for your personnel to travel on August 23-27 has been approved provided that all of the requirements below are met:

1. Filled-out Traveler Form (please see attached file)
2. RT-PCR Swab test taken 48 hrs before departure (counting starts from the time of swab collection up to the departure time)

3. Travel/Mission Order from the company/agency which is signed by the supervisor/employer (if applicable)
4. Government-issued ID and Company/Agency ID
5. Signed Payment Agreement Form (please see attached file)
6. S-Pass.ph registration for application of Travel Coordination Permit (please see attached file)
7. Staysafe.ph QR-code (must be printed and brought to the airport on the day of travel)
8. Copy of roundtrip plane ticket (must be in line with PPC inbound flight schedule)
9. Vaccination Card (must be fully vaccinated)
10. Detailed Daily Itinerary duly signed by the immediate supervisor

Moreover, your request for the passenger's accommodation at your facility has been approved as well. However, she is required to undergo a rapid antigen test on August 24 and 26.

For the issuance of the gate pass, kindly provide us the following details: (for transfer from PPCIA to PENRO Guest House)

\*Driver's name and contact number

\*Vehicle type and plate number

Should you have any questions or concerns, please do not hesitate to contact us.

Thank you.

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**Thank you for reaching us! Kindly give us enough time to further evaluate the documents you have submitted to us.**

**PLEASE SUBMIT ALL THE REQUIREMENTS 2 DAYS BEFORE YOUR FLIGHT!**

**FLIGHT NUMBER AND SCHEDULES: Monday, Wednesday and Friday ONLY FOR Puerto Princesa City.**

MONDAY - CEBU PACIFIC (5J-643) **(09:50 A.M.)**

WEDNESDAY - PHILIPPINE AIRLINES (PR-2785) **(14:45 P.M.)**

FRIDAY - AIR ASIA (Z2-432) **(08:10 A.M.)**

IMT Contact Numbers: Schedule **9AM-4PM ONLY.**

0963-496-0896

0963-514-9655

0951-766-0950

0951-986-3458

0912-185-6466

0912-185-6560

- NIGELLE

IMT Representative

On Sun, 15 Aug 2021 at 11:29, Imt covid <[imtcovid.reqppc@gmail.com](mailto:imtcovid.reqppc@gmail.com)> wrote:

Dear Mr. Saños,

This is to acknowledge receipt of your email. Please be advised that your request is subject to approval. We will get back to you as soon as possible.

Should you have any questions or concerns, please do not hesitate to contact us.

Thank you.

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- NIGELLE

IMT Representative

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**5 attachments**



**TRAVEL GUIDE TO PPC.jpg**  
260K



**FLIGHT SCHEDULE.jpg**  
279K



**IMT 001.jpg**  
363K



131K



130K