



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

August 20, 2021

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director
for Management Services

FROM : The OIC-PENR Officer

SUBJECT : **PENRO SPECIAL ORDER NO. 2021-043 Series of 2021**

Please be informed that Accountant III Lorelyn P. Saet, Chief of the Finance Section of this Office is hereby designated as the In-Charge, Office of the Management Services Division (MSD) from August 23 to October 13, 2021 per PENRO Special Order No. 2021-043, series of 2021 while the OIC, MSD Gemma P. Delos Reyes is attending the Learning Event on Environment and Natural Resources (ENR) Academy Supervisory Course for CY 2021 to be held on 23 August to 13 October 2021 via Zoom per DENR Special Order No. 2021-434.

In this regard, we would like to request for the affirmation from the Regional Office of the Special Order dated August 20, 2021.

For information, record and approval.


IMELDA M. DIAZ



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

August 20, 2021

PENRO Special Order
No. 2021-043
Series of 2021

**SUBJECT: DESIGNATION OF ACCOUNTANT III LORELYN P. SAET AS
IN-CHARGE, OFFICE OF THE MANAGEMENT SERVICES
DIVISION OF PENRO MARINDUQUE**

In the interest of the service, and in order to ensure unimpeded operations of the Management Services Division (MSD) of PENRO Marinduque, while the OIC, MSD Gemma P. Delos Reyes is attending the Learning Event on Environment and Natural Resources (ENR) Academy Supervisory Course for 2021 to be conducted on 23 August to 13 October 2021 via Zoom per DENR Special Order No. 2021-434 dated August 17, 2021, Accountant III Lorelyn P. Saet, Chief of the Finance Section, is hereby designated as In-Charge, Office of the Management Services Division, in concurrent capacity on August 23-October 13, 2021.

As such, she shall perform routinary functions, responsibilities and shall act and sign documents on behalf of the OIC, MSD. Further, she shall be responsible for the supervision of the personnel and coordination of work activities of the said Office and shall report actions undertaken thereon upon return of the incumbent.

This Order shall take effect immediately and shall be automatically revoked upon the return of the incumbent.


IMELDA M. DIAZ
OIC, PENRO Officer