



Republic of the Philippines  
**Department of Environment and Natural Resources**  
MIMAROPA Region  
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE  
National Road, Brgy.Sto. Niño, Sablayan, Occidental Mindoro  
E-mail: [cenrosablayan@denr.gov.ph](mailto:cenrosablayan@denr.gov.ph)

August 3, 2021

**MEMORANDUM**

**FOR** : The CENR Officer  
**THRU** : The Technical Services Supervisor  
**FROM** : The Chief, Monitoring and Enforcement Section  
**SUBJECT** : **INCOMPLIANT TO SUBMIT COMPLETED STAFF WORK (CSW) REPORT ON THE ACTUAL AND EXTENT OF DAMAGES INCURRED ON THE PROPOSED ROAD OPENING OF VICTORIA-SABLAYAN ROAD PROJECT OF DPWH**

**RECORDED**

Date: 8-3-21  
By: RA

This is in response to your memorandum dated August 2, 2021 regarding the above subject matter which was received by the undersigned on the same day. The referral pertaining to RED /PENRO memorandum with footnote instruction signed by TSS Isaias Guimod. The subject memorandum was received by Monitoring and Enforcement Section dated July 9, 2021(Friday) thru Ms. Anjanett Salvador and personally received by the undersigned July 12, 2021 (Monday). Since then I started to gather information and went to the field to complete needed data for said report, but due to the equally important task related to my regular target, the referral was once in a while set aside to prioritized urgent matters that need immediate actions. Its the undersigned who reported the road opening in the regular staff meeting of this CENRO sometime February 2021. I even verbally invited the project Engineer to this office to submit necessary documents related to their compliance to DENR requirements including matters on the affected trees. What I've learned was there were personnel of this office who tasked to do job related to the timber inventory and other activities. During that time, I was not involved in any plan of activities in monitoring of the proposed opening of Victoria-Sablayan road. Tracing of what had happen since this road opening was started was not included in my list of activities knowing that there were CENRO personnel who were assigned in the area. Since previous transactions was unknown to me, collecting information or data for this CSW is not possible to produce for a short period of time.

On July 18, 2021 Southwest monsoon enhanced by typhoon Fabian started to struck the province of Occidental Mindoro and that continuous heavy rain for more than two (2) weeks. On July 20,2021 was declared national holiday and on July 22-23, 2021 was also declared non- working by the Provincial Governor because of the heavy rain that struck the province of Occidental Mindoro.

Counting of the number of days from the day ( July 12, 2021) I received the subject referral was only 12 days until August 2, 2021. That on July 30,2021, all available documents pertaining to the said Sablayan- Victoria road opening was already turned over to TSS /Forester 111 Isaias Guimod for the reason that there were non doable extraction of requirements at the moment which are vital in CSW preparation like the affidavits from IP community, meeting with Barangay official of Barangay Pag-asa, Sablayan, Occidental Mindoro re: issue on LGU endorsement, dialogue with the GIS unit of this CENR office, re: map of CADT and FB Harrison and other minor and major details to make the information complete. As I estimated the number of days that I needed to act promptly the referral will not be possible without the support of the supervisor especially logistic support. For them, its my responsibility alone to extract substantial information with evidences to support any declarations made as basis for decision





making. The accusations of being incompliant to submit CSW was pre judgement without validating the circumstances. To sum it up, a total of eleven (11) working days that the Sablayan- Victoria road documents in my custody. Since July 30, 2021 to present , all document was already handed to TSS/Forester 111 Isaias Guimod.

For all the reasons stated above, the memorandum issued by CENRO Caesar Quebec dated August 2, 2021, ordering the undersigned to submit CSW report in just 72 hours or else he will be charging me insubordination is drastic ,inconsiderate action and unjust treatment on the part of a woman Senior Citizen Employee . Gathering data like coordinating with other agencies, interview of Indigenous People, Barangay Captains and actual visitation to construction area using only motorcycle under the heavy rain will possibly expose the undersigned to health threatening situation especially this time of pandemic. Copy of the your memorandum is hereto attached for your further review.

Further, the undersigned would like also to emphasize that there are young and energetic personnel of this CENR Office who has a formal training in preparing CSW report.

Furthermore, I would like to mention in this response the previous memorandum address to the undersigned signed by CENRO Caesar E. Quebec with initials of ECOMS II/ Admin Officer Reynaldo A. Dano and TSS Forester III Isaias Guimod. The Memorandum dated July 27, 2021 was all about their accusation against the undersigned of alleged habitual tardiness of the without any basis attached. It appears that the accusations was absolutely not valid and seems at any angle is like a harassment of the superior to his subordinate. In the memorandum quoted Violation of Section 46 (F) (4) of the Revised Rules on Administrative Cases in the Service. To define clearly, the provision hereunder are the basis to charge an employee for habitual tardiness which the undersigned did not committed as per record of this office. My signed Daily Time Record shows the truthfulness of my statements.

**That base on Civil Service Memorandum Circular No. 23, series of 1998 dated June 15, 1998, Categorically provides that:**

**“ Any employee shall be considered habitually tardy if he/she incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year”**

The above quoted provision is clear. Habitual tardiness maybe committed in two (2) ways, viz:

1. When the employee incurs tardiness ten (10) times a month for at least two (2) months in a semester;
2. When the employee incurs tardiness of ten (10) times for two (2) consecutive months during the year.

Finally, my possession is that I was harassed by the superior without substantial evidences and without due process applied . The undersigned respectfully prayed that the Head of Office/ Supervisor and other employees holding influential positions must exercise with due diligent fair treatment following Civil Service rules the employees of the government who spent their fruitful years and still keep on defending the interest of the government . Oppression under section 46 (B) 2 of the revised Rules on Administrative Cases in the Civil Service is a grave offense punishable by law.



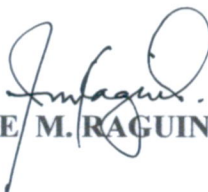
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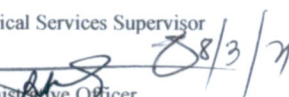

Documents attached:

1. Memorandum of CENRO Caesar E. Quebec dated July 27, 2021
2. Memorandum of CENRO Caesar E. Quebec dated August 2, 2021.

For your information, review and consideration.

  
**FE M. RAGUINDIN**

Copy furnished:

1. Regional Executive Director  
DENR-MIMAROPA
2. PENR Officer  
PENRO-Mamburao
3. Forester III/Technical Services Supervisor  
CENRO Sablayan 
4. ECOMS II/Administrative Officer  
CENRO Sablayan 



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E-mail: [cenrosablayan@denr.gov.ph](mailto:cenrosablayan@denr.gov.ph)

August 2, 2021

**RECORDED**

Date: 08 - 02 - 2021

By: [Signature]

**MEMORANDUM**

**TO :** SEMS Fe M. Raguindin  
Chief, Monitoring and Enforcement Section

**FROM :** The CENR Officer

**SUBJECT :** INCOMPLIANT TO SUBMIT COMPLETED STAFF WORK (CSW)  
REPORT ON THE ACTUAL AND EXTENT OF DAMAGES  
INCURRED ON THE PROPOSED ROAD OPENING OF  
VICTORIA-SABLAYAN ROAD PROJECT OF DPWH

It has been 24 days that you did not act on the instructions per Memorandum of the Regional Executive Director dated June 30, 2021 as indorsed by the PENR Officer on July 7, 2021, therefore, you are instructed to act/comply on this matter within 72 hours upon receipt hereof, otherwise, you will be charged of insubordination for not complying the lawful order in accordance with Section 52 (B-5) Resolution No. 991936, Uniform Rules On Administrative Cases in the Civil Service.

For your strict compliance.

  
CAESAR E. QUEBEC

Copy furnished:

1. Regional Executive Director  
DENR-MIMAROPA
2. PENR Officer  
PENRO-Mamburao
3. File





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**Department of Environment and Natural Resources**  
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National Road, Brgy. Sto. Niño, Sablayan, Occidental Mindoro 5104  
Email add: cenrosablayan@denr.gov.ph

**RECORDED**

July 27, 2021

Date: 7-27-21  
By: gn

**MEMORANDUM**

**TO :** Fe M. Raguindin  
Senior ECOMS/Chief, Enforcement & Monitoring Section

**FROM :** The CENR Officer

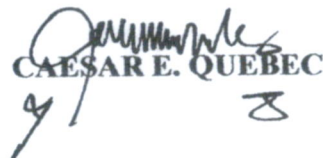
**SUBJECT :** **FREQUENT UNAUTHORIZED TARDINESS**  
**(HABITUAL TARDINESS)**

It has come to our attention that your Daily Time Record (DTR) shows a series of unauthorized tardiness. In this regard, please be reminded that this habitual tardiness is punishable under Section 46 (F) (4) of the Revised Rules on Administrative Cases in the Civil Service, to wit:

1. First Offense – Reprimand
2. Second Offense – Suspension (1-30 days)
3. Third Offense – Dismissal from the service.

To avoid these consequences, please observe all the rules and regulations enforced by the Civil Service Commission (CSC) through this Office, especially the rule in tardiness, at all times.

For your information and compliance.

  
CAESAR E. QUEBEC

cc: PENRO Occidental Mindoro

