



July 06, 2021

**MEMORANDUM**

**TO :** All Division Chiefs  
The Regional Executive Assistant  
All Field Office Heads  
All Unit Heads under the Office of the Regional Director

**FROM :** The Regional Director  
EMB MIMAROPA

**SUBJECT :** **EXPEDIENCY IN THE DELIVERY OF PUBLIC SERVICE IN EMB MIMAROPA**

This has reference to the DENR Memorandum from the Undersecretary of Field Operations and Environment, Atty. Juan Miguel T. Cuna dated May 2021 emphasizing that the Department's key officials should always be available to act on urgent matters and concerns even during off-hours, holidays, or weekends.

The following officials of EMB – MIMAROPA are hereby directed to make themselves, as well their subordinates, accessible 24 hours a day, 7 days a week via mobile services (Viber, Messenger, e-mail etc.) to carry out instructions relayed by the undersigned.

- The Chief, Finance and Administrative Division
- The OIC, Environmental Monitoring and Enforcement Division
- The OIC, Clearance and Permitting Division
- The Regional Executive Assistant
- The Chief, PEMU - Palawan
- The Chief, PEMU – Oriental Mindoro
- The Chief, PEMU – Occidental Mindoro
- The Chief, EMS – Marinduque
- The Chief, EMS – Romblon
- The Chief, Legal Unit
- The Chief, Regional Environmental Laboratory
- The Chief, Planning and Information Management Systems Unit
- The OIC, Environmental Education and Information Unit

For information and strict compliance.

  
**ATTY. MICHAEL DRAKE P. MATIAS**

