



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/ 434-8791

June 7, 2021

MEMORANDUM

FOR : THE REGIONAL EXECUTIVE DIRECTOR
DENR – MIMAROPA Region

FROM : The Provincial Environment and Natural Resources Officer

SUBJECT : **PENRO-PALAWAN ALTERNATE WORK SCHEDULE FOR
THE PERIOD FROM JUNE 01-31, 2021**

Furnished herewith is the copy of the PENRO Special Order No. 2021-062 pertaining to the PENRO-Palawan Work Schedule on a rotation basis for the period from June 01-31, 2021.


This is in accordance to the Local IATF recommendation under EO 2021-25 Series of 2021, which states that:

“AN ORDER PROVIDING FOR STRATEGIC MEASURES THAT WILL PREVENT AND SUPPRESS TRANSMISSION OF COVID-19 IN THE WORKPLACE” whereas in Section 1 – B “Weekly Alternating Onsite Teams” stating:

“Whenever there is a directive by way of an ordinance, an executive order, a Local IATF Resolution or a National Government issuance that a particular office or establishment should reduce its onsite workforce in light of the City’s COVID-19 situation or community quarantine classification, the affected office or establishment shall adopt a work arrangement where one set of its onsite personnel shall report for one workweek straight, and be replaced in the workweek that follows with another set of onsite personnel. The weekly onsite teams shall report alternately until the directive for onsite workforce reduction is lifted or modified.

National Government issuance includes but is not limited to, the Omnibus Guidelines on the Implementation of Community Quarantine or any other relevant issuance by the pertinent National Government Agency, such as DTI.”

For information and record.


ERIBERTO B. SAÑOS, CESE



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA REGION
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
OFFICE

May 28, 2021

PENRO SPECIAL ORDER
NO. 2021-0621
Series of 2021

SUBJECT: WORK SCHEDULE ON A ROTATION BASIS FOR THE PERIOD
FROM JUNE 01-30, 2021.

In the interest of the service and in order to be consistent with the announcement of Malacañang placing Puerto Princesa City under General Community Quarantine, we are adopting the following work arrangements to ensure safety of personnel as they continue to deliver essential services in their respective sections/units effective the period from June 1 to 30, 2021.

GROUP I

(JUNE 1-4; 14-18; 28-30)

GROUP 2

(JUNE 7-11; 21-25)

MGT. SERVICES DIVISION

Division Chief

Legal

Administrative Section

Gen. Svcs & Procurement

Personnel

Records

Accounting

Budget

Cashier

Planning

Monitoring & Evaluation Unit
ICT Unit

GROUP 1

Atty. Lilbeth Mary Elvisa
S. Abiog

Mailah L. Regalado

Donnabel D. Ocampo
Eddie S. Bonales
Ramon G. Asis

Susan Manlavi
Hazel A. Mongcal
Rosella S. Abison
Cyrille M. Fernando

Bella S. Ardales

Cathy R. Flores
Rachelle E. Liwag

Merlie V. De Jesus
Marichu O. Guinto

Glenda S. Sanchez
Corazon L. Zenarosa

Sherwina Grace Q. Velasco

Myra S. Mapanao

GROUP II

Franklin G. Hernandez

Atty. Jazmin D. Altea

RheaD.Juab
Eddie S. Bonales
Ramon G. Asis

Ma. Teresa E. Gacasa
Nelin A. Jaucian
Abegail R. Del Mundo
Walter C. Yan
Irene A. Mixdon

Belinda G. Abrea
Reina Kezia B. Quidpuan

Lilibeth B. Cayetano

Juvy B. Sarmiento

Sheena Mae A. Gadiano
Wamalayda S. Talabucon

Maylene S. Udtojan

TECHNICAL SERVICES DIVISION

Division Chief

Conservation & Devt Section

GROUP I

Johnny P. Lilang

Rhodora B. Ubani
Merlyn L. Blaza

GROUP II

Conservation UnitLauri Rose S. Coquia
Marjorie F. Mozo**Development Unit**

Angelica D. Verian

Regulation & Permitting Section

David F. Dalino

Jimmy C. Villareal

Surveys & Mapping UnitJonathan F. Gellez
Leonardo M. JaurigueDonna Belle E. Luengo
Cesar M. Rancap
Dave N. Balmores**Patents, Deeds & Permits Unit**Rex S. Velasco
Imelda D. Sabando

Rose Marie E. Liwag

Investigation Unit

Karla Kristine V. Aballa

Ma. Laura M. Ortega

Natural Resources Utilization UnitEligio C. Adelantar
Renato A. CornelGiovanni B. Ballaran
Dennis T. Jagmis**Monitoring & Enforcement Section**


Norma D. Cayatoc

Forest Protection & Compliance Mon.Jerry M. Balangue
Roland G. Talabucon
Jessie Jesus D. VilladosArnel C. Gamutia
Michael Y. Fernando
Dinmar P. Diaz
Krenz Andrea V. Espiritu**Job Order Personnel**Doreena T. Cajiles
Lovely Ann R. Villademos
Sharmaine H. Arsad
Ronald D. Iniego
Alyssa Carmela C. Almiñe
Rodel A. Jover
Jerrick C. Belinggan
Linda R. Asis
Gemma A. Orlido
Jeanne U. Gaid
Angelica B. Abadines
Helen Grace A. Rodriguez
Julius F. Landrito
Edelita B. Demonguitan
Hanzel L. Balut
Jasmin G. Bacuel
Mary Jane B. Pacanza
Edward L. Gabasan
Don Alaim L. Regalado
Lea D. Macabuhay
Demi Patricia A. Decena
Elaine B. MacaJannica R. Aurello
Shirley A. Badenas
Ma. Vianca Salvacion
Garraez
Alyssa Carmela C. Almiñe
Rodel A. Jover
Jerrick C. Belinggan
Linda R. Asis
Egbern G. Umbat
Cherilyn B. Bernaldez
Liza D. San Juan
Edelyn T. Loren
Genesis Z. Ustares
Raymart B. Fuentes
Crishell Rose S. Corpuz
Jasmin G. Bacuel
John U. Orqueza
Patricia A. Oquendo
Aiza P. Sacares

Respective supervisors are responsible for providing work assignment to their subordinates who are under Work from Home. We are required to submit our accomplishment report while working from home to constitute the required number of hours (at least 40 hours a week) being required by the Civil Service Commission. Employees under Work-from-Home shall make themselves available during the work hours that they are at home, and may be ask to report for work when necessary. Respective supervisors are also responsible in monitoring of the whereabouts of their subordinates and see to it that the tasks and referrals given are being acted using electronic system of communication. Be guided by the IATF announcements and advisories. Those with immunodeficiency, comorbidity, or other health risks, and pregnant women, including any person who resides with the critical areas, shall be required to remain in their residences at all times.

This Order takes effect starting June 01, 2021 and shall end on June 30, 2021.

APPROVED BY:


ERIBERTO B. SANOS, CESE
PENRO