



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

28 April 2021

MEMORANDUM

TO : ALL CONCERNED OFFICIALS AND EMPLOYEES
Regional Office, PENROs, CENROs

FROM : The Regional Executive Director

SUBJECT : PROCEDURAL GUIDELINES IN THE PAYMENT OF SERVICES RENDERED BY PERSONNEL HIRED UNDER CONTRACT OF SERVICE

Furnishing you a copy of the memorandum dated 14 April 2021 of the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs on the above-captioned subject.

In connection with this, you are hereby instructed to **ensure strict compliance** to said procedural guidelines especially on the duration/timeliness per activity prescribed thereat.

For and in the absence of the
Regional Executive Director

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