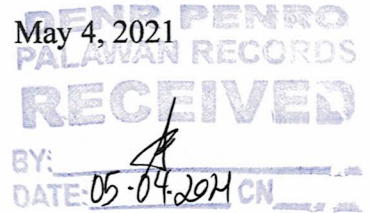




Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Email address: cenropuertoprincesa@denr.gov.ph

May 4, 2021



MEMORANDUM

FOR : The Provincial Environment and Natural Resources Officer

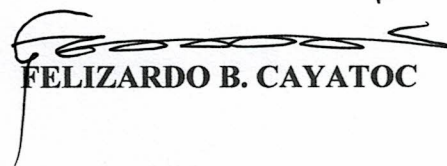
FROM : The Community Environment and Natural Resources Officer

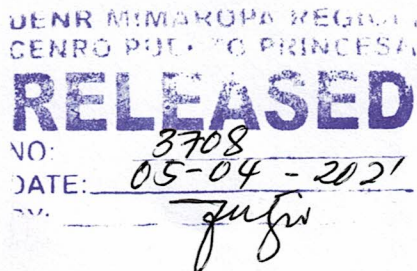
SUBJECT : TEMPORARY SUSPENSION OF WORK

The undersigned would like to inform your office that one of our personnel under Contract of Service was reactive in the antigen testing this morning. In this regard, the office will be temporarily suspending office work and transactions from May 5 to 7, 2021. Personnel will be in Work from Home arrangement and observe home quarantine until the completion of Contact Tracing and Antigen testing.

Likewise, the office will provide a drop box for receiving documents and queries from clients as well as providing them with contact information (telephone number and email address) for ease of transaction.

For information and record.


FELIZARDO B. CAYATOC





Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Email address: cenropuertoprincesa@denr.gov.ph

May 4, 2021

MEMORANDUM

TO : ALL CENRO PERSONNEL

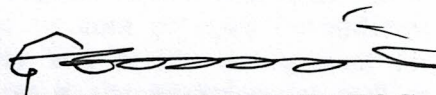
FROM : THE COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

SUBJECT : TEMPORARY SUSPENSION OF OFFICE WORK

In compliance to Executive Order 2021-25, series of 2021 “**An Order Providing for the Strategic Measures that will Prevent and Suppress Transmission of COVID-19 in the Workplace**”, reporting to office for work is temporarily suspended from May 5 to 7, 2021 or until the completion of Contact Tracing. All office-based personnel will be on **WORK FROM HOME SCHEDULE**, thus, personnel should bring referrals and other assigned tasks at home and include the accomplished tasks in the Monthly Accomplishment Monitoring Form.

The undersigned is asking for your cooperation and compliance to stay at home until contact tracing is completed. Avoid going to public places or visiting places as COVID-19 cases is rising which may compromise our office and personnel.

For information and strict compliance.


FELIZARDO B. CAYATOC

DENR MIMAROPA REGION
CENRO PUERTO PRINCESA
RELEASED
NO: 3711
DATE: 05-04-2021
BY: 