



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
MIMAROPA Region
Bgy. Sta. Monica, Puerto Princesa City, Palawan
E-mail: penropalawan@denr.gov.ph
Telfax No. (048) 433-5638

April 1, 2022

MEMORANDUM

FOR : The Provincial Environment and
Natural Resources Officer
Sta.Monica, Puerto Princesa City

THRU : Rhodora B. Ubani
Supervising Ecosystem Management Specialist
Chief, CDS

FROM : Julius F. Landrito
Data Manager, Snake Island NCMCR, CDS

**SUBJECT : SUBMISSION OF MONTHLY ACCOMPLISHMENT REPORT
FOR THE MONTH OF MARCH 2022**

Submitted is the accomplishment report of the undersigned for the month of March 1-31 2022 to wit:

1. Prepared documents needed for the repair of Speedboat's Engine.
2. Contacted the Speedboat's engine mechanic to ask for updates regarding the engine.
3. Prepared and updated the Drafted Activity Plan for the Snake Island Operational Plan for 2023-2027.
4. Assisted in the construction/modification of the cabinet for Snake Island NCMCR.
5. Delivered the withdrawn fuel and engine oil in Honda Bay for official use of Snake Island NCMCR
6. Assisted in administrative matters such as the preparation of vouchers.
 - Reimbursement of expenses incurred in purchasing materials for the re-wiring of building, and other infrastructures including Helipad in Snake Island NCMCR.
 - Reimbursement of expenses incurred in purchasing a Battery for the Generator Set of Snake Island NCMCR.
 - Prepared supporting documents for the payment of repair and maintenance of Speedboat's engine.
 - Complied other supporting docs needed for the reimbursement of materials in rewiring.
 - Followed up the reimbursement of 3SM, battery that used in the generator set in snake island.
7. Assisted in the preparation of the Activity Design titled Marine Resource Assessment and monitoring for Dry Season.



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8. Assisted in the preparation of PENRO SO re the Marine Resource Assessment and monitoring for Dry Season.
9. Attended the monthly meeting on Snake Island.
10. Assisted in the collection of garbage on Snake Island.
11. Coordinated with UNDP regarding in their Palawan mission specially in the interaction with the People's Organization (PO) in Aborlan, regarding in SMARTSeas Project.
12. Travelled at Aborlan, Palawan to assist UNDP Staff for the interaction with POs under SMARTSeas PH Project.
13. Filed the documents regarding the Scientific Advisory Group (SAG) for Fisheries Management Area 5 (FMA 5).
14. Actively participated in the programs conducted by PENRO IEC Team
15. Performed other related functions as instructed and assigned by immediate supervisor.

Prepared by:


JULIUS F. LANDRITO

Noted by:


RHODORA B. UBANI
Supervising ECOMS/Chief, CDS