



Republic of the Philippines
COMMISSION ON ELECTIONS
Office of the Regional Election Director
REGION IV-B (MIMAROPA)

5th Floor Rm. 503 FEMII Bldg., Andres Soriano Avenue, Intramuros, Manila

April 6, 2022

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

Department of Environment and Natural Resources

MIMAROPA Region

Dear **Director Claudio**:

This has reference to your letter received today, requesting the exemption from the transfer ban, the movement of the following employees:

Name of Personnel	Present Station	Transferred Station	Effectivity of Transfer	Justification of Transfer	Name of Requesting Authority. Position and Name Agency
Maria Melissa L. Endangan	Planning and Management Division	Conservation and Development Division	April 6, 2022	Exigency of the service	LORMELYN E. CLAUDIO, CESO IV, Regional Executive Director DENR MIMAROPA
Jaime M. Ancheta, Jr.	Conservation and Development Division	National Greening Program Coordinating Office			

On December 16, 2021, the Commission En Banc promulgated Resolution No. 10742¹, which is the Implementing Rules and Regulations (IRR) on Section 261 paragraphs (g), (h), and (x) of the Omnibus Election Code (OEC) in relation to the 2022 NLE, pertinent portions thereof state:

"TRANSFER OF OFFICERS AND EMPLOYEES IN THE CIVIL SERVICE

SECTION 11. Prohibited Act and Period of Prohibition- From **January 09, 2022, Sunday to June 08, 2022, Wednesday**, no public official shall, except upon prior written approval of the Commission, make or cause any transfer or detail whatsoever of any officer or employee in the civil service, including public school teachers.

¹ In the Matter of the Enforcement of the Prohibition Against Appointment or Hiring of New Employees; Creation or Filling Up of New Positions; Giving Salary Increases; Transfer or Detail of Civil Service Employees; Suspension of Elective Local Officials; and Filing of Leave of Absences of Local Treasurers in connection with the May 09, 2022 National and Local Elections.

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The phrase "transfer or detail" shall be construed in general terms. Any movement of personnel from one station to another, whether or not in the same office or agency, during the election is covered by the prohibition.

Transfer incidental to promotion, as well as that incidental to appointment, is within the purview of the prohibition against transfer during the election period.

The ban shall likewise include any movement consequent to an order for the return/recall of the detailed/assigned/reassigned personnel to the original previous place of assignment within the period of prohibition.

SECTION 12. Request for Approval of the Commission on Transfer or Detail. - Requests for approval to make or cause any transfer or detail shall be:

- a. In writing;
- b. Indicating the (1) office and place to which the officer or employee is proposed to be transferred or detailed or otherwise moved;
- c. Stating the reasons therefor;

SECTION 13. Filing of Requests with the Law Department- Requests for approval to make or cause any transfer or detail of any officer or employee in the civil service shall be filed with the Law Department, when:

- a. The official station is in the central/main offices national agencies and government-owned controlled corporations;
- b. The requests for transfer or detail involve Provincial, City/Municipal Treasurers and Schools Division Superintendents and Assistant Superintendents;
- c. The transfer or detail is inter-regional.

The Request for Approval shall be sent through e-mail to law@comelec.gov.ph and registered mail/recognized courier service, in the manner provided for under Section 5 (c) hereof.

SECTION 14. Filing of Requests with the Office of the Regional Election Director. - Requests for approval to make or cause any transfer or detail of any officer or employee in the civil service shall be filed with the Office of the Regional Election Director where the employee/s sought to be transferred or detailed is stationed, when:

- a. It involves government officers or employees with official stations in the field offices including the National Capital Region;
- b. All other officers and employees not covered under Section 8 hereof.

The Request for Approval shall be sent through the e-mail of the concerned Office of the Regional Election Director, which may be found in this Commission's official website at www.comelec.gov.ph. and registered mail/recognized courier service in the manner provided for under Section 5 (c) hereof.

A sample copy of the application for request for exemption from the ban on transfer is hereto attached as **Annex "C"**.

Finding your request compliant with the conditions outlined in Section 12, your request for transfer in the manner stated in the attached Annex "C" is hereby **GRANTED**.

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Finally, the undersigned respectfully reminds you that requests for authority to cause the transfer or detail of employees under the categories in Section 14 of COMELEC Resolution 10742 fall under the jurisdiction of the Regional Election Director. Please ensure that future requests are addressed and filed to the right office.

Thank you for your cooperation.

Respectfully yours,


ATTY. JOSE NICK A. MENDROS
Regional Election Director 

Instructions:

1. Please fill in the following details and submit the same to the Law Department or Office of the Regional Election Director concerned.
2. Additional sheets may be used.

**APPLICATION FOR REQUEST FOR EXEMPTION
FROM THE BAN ON TRANSFER**

(For the May 09, 2022 National and Local Elections)

Name of Personnel	Present Station	Transferred Station	Date of Effectivity of Transfer	Justification of Transfer	Name of Requesting Authority, Position and Name of Agency
Maria Melissa L. Endangan	Planning and Management Division	Conservation and Development Division	April 6, 2022	Exigency of the Service	LORMELYN E. CLAUDIO, CESO IV Regional Executive Director DENR MIMAROPA
Jaime M. Ancheta Jr	Conservation and Development Division	National Greening Program Coordinating Office	April 6, 2022	Exigency of the Service	LORMELYN E. CLAUDIO, CESO IV Regional Executive Director DENR MIMAROPA


I, **LORMELYN E. CLAUDIO** of the **Department of Environment and Natural Resources- MIMAROPA Region**, hereby CERTIFY as follows:

- 1) That the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 09, 2022 National and Local Elections;
- 2) That the request shall not involve promotion or the giving of any increase of salary or remuneration or privilege during the prohibitive period before the May 09, 2022 National and Local Elections which is strictly prohibited without any exception whatsoever, and

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- 3) That this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions movements

Prepared and Submitted by:


LORMELYN E. CLAUDIO, CESO II
Regional Executive Director
DENR MIMAROPA Region

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