



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

AUG 12 2022

MEMORANDUM

FOR : The Regional Executive Director
1515 L&S Bldg., Roxas Blvd.,
Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : REQUEST FOR ISSUANCE OF SPECIAL ORDER TO OIC,
PENRO PLANNING OFFICER / INFORMATION SYSTEM
ANALYST II HENRY A. MARMOL AS IN-CHARGE, OFFICE
OF THE MANAGEMENT SERVICES DIVISION

This Office would like to request for the issuance of a Special Order due to the personal travel abroad of the Chief, Management Services Division to Phuket, Thailand from Sep. 1-4, 2022 per Travel Authority No. DENR-PTA-07-0120-2022 dated July 26, 2022. In addition, he will be on leave on Aug. 30-31, 2022 as well as on Sep. 5, 2022 due to an airline change schedule.

In order to ensure continuous functioning and supervision of vital targets of the Division, OIC-PENRO Planning Officer/Information System Analyst II is recommended for such designation while Chief, MSD is not around.

Attached is the draft Special Order as well as the excel format of the action to be undertaken during the duration of such designation.

For information and issuance of corresponding special order.


ERNESTO L. TAÑADA



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

REGIONAL SPECIAL ORDER

No. 2022 - _____

SUBJECT : DESIGNATION OF OIC-PENRO PLANNING OFFICER /
INFORMATION SYSTEM ANALYST II HENRY A. MARMOL AS IN-
CHARGE, OFFICE OF THE MANAGEMENT SERVICES DIVISION

In the interest of the service and in view of the travel abroad of Chief, Management Services Division Abe R. Francisco on August 30 - September 5, 2022 per Travel Authority No. DENR-PTA-07-0120-2022 dated July 26, 2022, OIC-PENRO Planning Officer/Information System Analyst II HENRY A. MARMOL is hereby designated as In-Charge, Office of the Management Services Division.

As such, he shall act on urgent and routinary matters, and attend meetings, conference and the likes where the presence of Chief, MSD is necessary. He shall sign as follows:

"For and in the Absence of the Chief, Management Services Division:

HENRY A. MARMOL

OIC-PENRO Planning Officer / Information Systems Analyst II"

A report on action taken/carried out by the In-Charge shall be submitted to the undersigned using the attached format, copy furnished the Chief, MSD, for information and record.

This Order shall take effect on the duration of the travel.

Period Covered: _____

Prepared by:

IN-Charge, Office of the MSD