

15 August 2022

MEMORANDUM

:

FOR

The Regional Executive Director

MIMAROPA Region

THRU

The Assistant Regional Director

Management Services

FROM

The In-Charge, Office of the PENRO

Calapan City

SUBJECT

LEARNING EVENT ON THE ENVIRONMENT AND

NATURAL RESOURCES (ENR) BASIC COURSE

This refers to Regional Special Order No. _____, Series of 2022, "Authorizing the Conduct of Environment and Natural Resources Basic Course for 5th and 6th Batch.

May we request Administrative Officer IV Buena P. Florida to join the 6th Batch instead of joining the 5th Batch to be held on September 5-13, 2022 due to conflict in the schedule of applicants screening for vacant positions in the province.

Also, kindly consider, Special Investigator Walter Tolentino to join the course vice Evelyn C. Mamigo who has already submitted her letter of intent for retirement this year and Jose Montecalvo vice Noeme P. Alcancia.

For consideration.

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Tracking nos. 220**6**000385 fn:msd/admin/hr/property/gem