



16 August 2022

FELIZARDO B. CAYATOC

PENR Officer

DENR-PENRO Palawan

Brgy. Sto. Monica, Puerto Princesa City,
Palawan

SUBJECT : REPORTING FOR DUTY

Sir :

Isang Makakalikasang Pagbati!

The Undersigned would like to respectfully inform your good Office of her reporting for duty effective on **24 August 2022** per Special Order No. 2022-558 dated 08 August 2022 (Subject : Reassignment of Engineering Aide Alma Almonte-Padilla from DENR Region 1 to PENRO Palawan, DENR-Region IV-B) issued by Atty. Ernesto D. Adobo, Jr., CESO I, Undersecretary, Legal, Administration, Human Resources and Legislative Affairs).

Attached herewith is the Official Clearance issued by DENR Regional Office No. 1 certifying that I am **ALREADY CLEARED**, of all the financial, property and work accountabilities in the Office.

As such, I shall accept all the duties and responsibilities that may be assigned to me by my superiors.

Thank you very much.

Very truly yours,

EA ALMA A. PADILLA

Attachment : Official Clearance form DENR RO 1

Copy Furnished:

*The Undersecretary, Legal, Administration, Human Resources and Legal Affairs
(Attention : The Human Resource Development Service)*

The Regional Executive Director, DENR RO IV-B MIMAROPA Region

The Regional Executive Director, DENR RO 1

File