



## MEMORANDUM

FOR : The Undersecretary  
Legal, Administration, Human Resources and Legal Affairs  
DENR Central Office  
Visayas Ave., Diliman, Quezon City

THRU : The Director, Human Resource Development Service

FROM : EA Alma Almonte-Padilla  
Surveys and Mapping Division  
DENR Regional Office No. 1  
Government Center, Sevilla,  
City of San Fernando, La Union

SUBJECT : **REPORTING FOR DUTY TO PENRO PALAWAN,  
DENR REGION IV-B PER SPECIAL ORDER NO. 2022-588  
DATED 08 AUGUST 2022**

DATE : 16 August 2022

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This is to respectfully inform the Undersecretary, Legal, Administration, Human Resources and Legislative Affairs, of the Undersigned's Reporting for Duty to PENRO Palawan, DENR Region IV-B MIMAROPA Region, effective on **24 August 2022** per Special Order No 2022-588 dated 08 August 2022 (Subject : Reassignment of Engineering Aide Alma Almonte-Padilla from DENR Region 1 to PENRO Palawan, DENR Region IV-B). Attached herewith is the copy of my letter addressed to PENR Officer Felizardo B. Cayatoc, PENRO Palawan (Subject : Reporting for Duty).

Undersigned was also issued Official Clearance of all the financial, property and work accountabilities from DENR Regional Office No. 1.

For the Undersecretary's information.

  
**ALMA A. PADILLA**

*Attachments : Copy of Reporting for Duty to PENRO Palawan  
Copy of Official Clearance from DENR Regional Office No. 1*

**Copy Furnished:**

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

*The PENR Officer, PENRO Palawan*

*The Regional Executive Director, DENR RO 1*

*File*