



August 1, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR, MIMAROPA Region

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR CLEARANCE TO HIRE SCIENCE RESEARCH
ASSISTANT AND LABORER AND APPROVAL OF WORK AND
FINANCIAL PLAN OF SEED PRODUCTION AREA UNDER
CENRO SABLAYAN, OCCIDENTAL MINDORO**

Respectfully forwarding herewith the request of CENRO Sablayan to hire Science Research Assistant and Laborer for the maintenance and protection of Seed Production Area located in Paluan, Occidental Mindoro.

Attached is the proposed Work and Financial Plan.

For information, consideration and approval


ERNESTO E. TAÑADA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office
Brgy. Sto. Niño, Sablayan, Occidental Mindoro
Email: cenrosablayan@denr.gov.ph

July 25, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
Ermita Manila

THRU : The OIC-PENR Officer
Mamburao, Occidental Mindoro

FROM : The CENR Officer

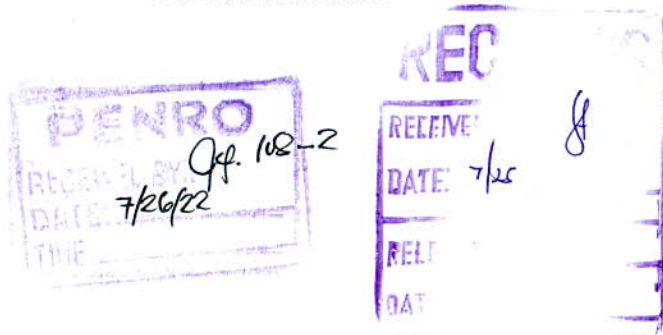
SUBJECT : **REQUEST FOR CLEARANCE TO HIRE SCIENCE RESEARCH ASSISTANT (SRA) AND LABORER, AND APPROVAL OF THE PROPOSED WFP OF SEED PRODUCTION AREA UNDER CENRO SABLAYAN, OCCIDENTAL MINDORO**

The management and protection of Individual Plus Trees (IPT's)/Seed Production Area (SPA) was previously under the PENRO. However, based on the memorandum dated June 28, 2021 of then Regional Executive Director Maria Lourdes G. Ferrer, CESO III it was transferred to this office (CENRO Sablayan) this year. There are several activities identified that need to be accomplished which entails hiring of one (1) Science Research Assistant (SRA) and One (1) laborer.

Because of the land size of the IPT's/SPA and the number of Narra Trees to be managed and protected, we are respectfully requesting from that office clearance to hire One (1) Science Research Assistant (SRA) and One (1) laborer with a salary of Php. 18, 500.00/month and Php. 7, 000.00/month respectively. The amount to be used to pay for the wages of these people, if ever this request will be granted, will be come from the budget on Maintenance and Protection of Individual Plus Trees (IPT's)/Seed Production Area (SPA). While the remaining balance of Two Hundred Forty Seven Thousand (247, 000.00) will be utilized for the improvement of the fence of SPA and travelling expenses.

Attached is the proposed Work and Financial Plan for evaluation, approval and signature.

For consideration.



For. ANASTACIO A. SANTOS, MPA.

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
FY 2022 PHYSICAL AND FINANCIAL PLAN (SPA)

PROGRAM /ACTIVITY /PROJECT			Unit Cost	PERFORMANCE INDICATORS	REGIONAL OFFICE/ PENRO/ CENRO	FY 2022 Physical Performance Targets					Expense Class	FY 2022 Financial Performance Targets (Program of Obligations)				
						Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL		Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL
(1)						(3)	(4)	(5)	(6)	(7)		(8)	(9)	(10)	(11)	(12)
1	Timber Stand Improvement	400,000			CENRO Sablayan						MOOE					
	a. Weeding, Pruning, Thinning and Rouging			No. of IPTs maintained		800	800	800	800	800						
	Individual Plus Trees (IPTs)															
2	Construction and Maintenance of Fireline			Fireline Constructed and Maintained (m)		200				200						
3	Patrolling			Area Patrolled (has)		50	50	50	50	50						
4	Re-tagging/re-painting and maintenance of IPTs			IPTs re-tagged and re- painted maintained (no.)			200		200	400						
	a. Replacement of damaged and unproductive IPT's															
	b. Assesment and identified of new IPT's (n0.)															
5	Maintenance of Information Board/ Signages			Information board/ Signages maintained (no.)		3	3	3	3	3						
6	Maintenance of Fences			Maintained fences (m)		700	700	700	700	700						
7	Maintenance of Foot trails			Maintained Foot trails (m)				150	150	150						
8	IPTs Phenological Observation			Phenological Observation conducted with submitted (no.)		3	3	3	3	12						
				monthly report (no.)												
9	Seed collection			Seed collected report (no.)					1	1						
10	Viability Test			Viability Test Undertaken					1	1						

PROGRAM /ACTIVITY /PROJECT		Unit Cost	PERFORMANCE INDICATORS	REGIONAL OFFICE/ PENRO/ CENRO	FY 2022 Physical Performance Targets					Expense Class	FY 2022 Financial Performance Targets (Program of Obligations)				
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11	Identification of Additional IPTs														
12	Designating/Hiring of Caretaker in the Area														
			Science and Research Assistant (SRA) hired @ 18,500/mo. (No.)				1	1	1				37,000	55,500	92,500
			Laborer hired @ 7,000/mo.(No.)				1	1	1				14,000	21,000	35,000
13	Maintenance of Constructed Fence and Signages														
	a. Procurement of Other Supplies and Materials		Other Supplies and Materials Procured (No.)				1	1	2				80,000	72,500	152,500
	b. Hiring of Laborers		Laborers Hired (No.) 370/mo?				8	8	16				30,000	20,000	50,000
14	Travelling Expenses											20,000	25,000	25,000	70,000
	TOTAL														400,000

Prepared by:

Attested by:

Recommending Approval

Approved by:

JACINTO O. CALINGAY, JR.
For. I/NGP Coordinator

FOR. ANASTACION A. SANTOS, MPA
CENR Officer

ERNESTO E. TANADA
OIC, PENR Officer

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director



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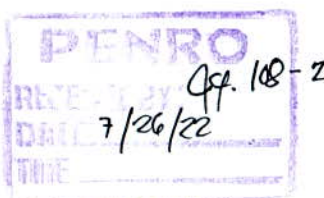
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