



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA

December 2, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
1515 DENR By the Bay Building, Roxas Blvd.,
Brgy 668, Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR ISSUANCE OF SPECIAL ORDER TO ISA II /
CHIEF, PLANNING SECTION 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 official travel of Chief, Management Services Division in Pasig City to attend Workshop on Drafting am ISO 14001:2015 Environmental Management System Manual on December 5-7, 2022.

In order to ensure continuous functioning and supervision of vital targets of the Division, ISA II / Chief, Planning Section Henry A. Marmol 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 E. TAÑADA

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**Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA**

REGIONAL SPECIAL ORDER

No. 2022 - _____

**SUBJECT : DESIGNATION OF ISA II / CHIEF, PLANNING SECTION
HENRY A. MARMOL AS IN-CHARGE, OFFICE OF THE
MANAGEMENT SERVICES DIVISION**

In the interest of the service and in view of the official travel of Chief, Management Services Division Abe R. Francisco to Pasig City to attend Workshop on Drafting an ISO 14001:2015 Environmental Management System Manual on December 5-7, 2022, ISA II / Chief, Planning Section 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
ISA II / Chief, Planning Section Henry A. Marmol

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 said travel.