



December 6, 2022

MEMORANDUM

FOR : The Director
Administrative Services
Department of Environmental and Natural Resources
Visayas Avenue, Diliman Quezon City

THRU : The Assistant Regional Director for Management Services
1515 DENR By the Bay Bldg., Roxas Blvd.
Barangay 668, Ermita Manila

The Chief, Management Services Division
Provincial Environment and Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC- Community Environment and
Natural Resource Officer

SUBJECT : **PROPERTY TRANSFER REPORT (PTR) OF 1 UNIT
MOTOR VEHICLE INTENDED FOR CENRO, CORON,
PALAWAN**

This pertains to the memo dated October 4, 2022, which was received dated October 17, 2022, regarding the transfer of Motor Vehicle in DENR Central Office to CENRO Coron, Palawan.

Please be informed that upon receive of the said memo, the undersigned communicated with the office of Administrative Services, with Mr. Roy Castillo, to further verify the status of the above mentioned motor vehicle. He mentioned that the said vehicle has to be repaired and re-calibrated since it was stocked since pandemic. He also added that the windshield was broken and the tires should be replaced too.

As agreed, he committed to facilitate canvass and quotation on how much will be the cost of expenses that needed to be done and will get back to us, but as of this date, the undersigned has not received yet any feedback from the said personnel.

For information and record. .



FERDINAND D. GATCHALIAN
Forester III
In-Charge, Office of the CENRO