

Please be informed further that based on usual procedure and practices, the said allocated fund for the above subject activities has been adjusted/reduce due to certain percentage intended for PMS of PENR and CENR Offices, and salaries for Job Order personnel assigned to PAMO-RIWS.

Hence, we respectfully request that CEPA materials to be produced as deliverables and MOV's be reduced to specific items enumerated below that are more ideal and attainable which correspond to the remaining fund.

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|----|----------------------|---|------------|
| 1. | Customized calendars | - | 100 pieces |
| 2. | Customized T-shirts | - | 100 pieces |
| 3. | Customized eco-bags | - | 200 pieces |

For his information, consideration, and APPROVAL.

MA. TERESA V. AYSON

