



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
MIMAROPA Region

Bgy. Sta. Monica, Puerto Princesa City, Palawan

E-mail: penropalawan@denr.gov.ph

Telfax No. (048) 433-5638 / (048) 433-5638

F
February 2, 2022

MEMORANDUM

FOR : The Provincial Environment and
Natural Resources Officer

FROM : Office Support Staff

SUBJECT : **ACCOMPLISHMENT REPORT OF OFFICE SUPPORT STAFF
OF DENR PENRO PALAWAN FOR THE MONTH OF
JANUARY CY 2022**

Respectfully submitted is the accomplishment report of the undersigned for the month of January CY 2022. Please be informed that the undersigned conducted and accomplished the following activities:

1. Made endorsements as tasked by the immediate supervisor;
2. Assisted in making the annual accomplishment report of CDS for the year 2021;
3. Assisted in the transcription of minutes of meeting on the presentation of context of PASA to the Barangays of Tacras, Caguisan, Malatgao, Tinagong Dagat in Narra, Palawan;
4. Assisted in the transcription of minutes of meeting on the presentation of context of PASA in Barangay Mandaragat, Puerto Princesa City.
5. Created social media contents for Snake Island NCMCR Facebook page;
6. Performed other related functions as instructed or organized by immediate supervisor.

Work from Home:

1. Assisted in the transcription of minutes of meeting on the presentation of context of PASA to the Barangays of Burirao, Panacan and the Sangguniang Bayan of Narra, Palawan

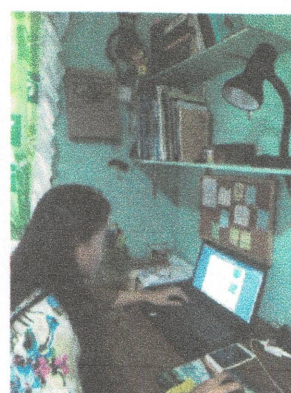
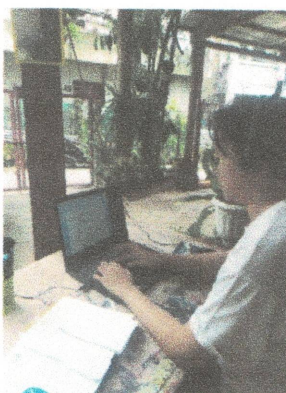


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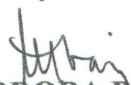


For information and record.

Prepared by:


CLARISSE GRACE B. MACOLA

Noted by:


RHODORA B. UBANI
Supervising ECOMS/CDS Chief