



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
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February 2, 2022

MEMORANDUM

FOR : The OIC-Provincial Environment and
Natural Resources Officer
Sta.Monica, Puerto Princesa City

THRU : Rhodora B. Ubani
Supervising Ecosystem Management Specialist
Chief, CDS

FROM : Julius F. Landrito
Data Manager, Snake Island NCMCR, CDS

SUBJECT : **SUBMISSION OF MONTHLY ACCOMPLISHMENT REPORT
FOR THE MONTH OF JANUARY 2022**

Submitted is the accomplishment report of the undersigned for the month of January 2022 to wit:

1. Assisted in the preparation of contracts for Snake Island NCMCR Job Orders from January to June 2022.
2. Travelled to Snake Island to supervise and facilitate the clearing of debris brought by super Typhoon Odette.
3. Assisted in the repair of the roof and inside ceiling of the Main Admin. Building of Snake Island NCMCR on January 15, 2022.
4. Checked and followed up with the mechanic regarding the updates to the speedboat's engine.
5. Prepared and submitted the December Accomplishment Report of Snake Island NCMCR.
6. Prepared and submitted the 4th Quarter Accomplishment Report of Snake Island NCMCR.
7. Assisted in the Damage Assessment conducted by the Office of Civil Defense in Snake Island NCMCR on January 22, 2022.
8. Prepared and submitted the Damage report done by typhoon Odette with Losses and Needs for Snake Island NCMCR.
9. Drafted the 4th Quarter Financial Accomplishment Report
10. Prepared the Annual Accomplishment Report CY 2021 of Snake Island NCMCR.
11. Checked the Snake Island email and updated the scanning of documents.
12. Assisted in administrative matters such as the preparation of vouchers.
13. Assisted in maintaining the cleanliness of the office.
14. Performed other related functions as instructed and assigned by immediate supervisor.

Noted by:


RHODORA B. UBANI

Supervising ECOMS/Chief, CDS

Prepared by:


JULIUS F. LANDRITO