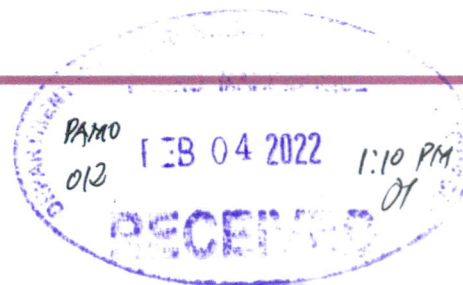




Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque



MEMORANDUM

FOR : The OIC, PENR Office
THRU : The In-Charge, Mgmt. Services Division
FROM : The SEMS/PASu-MWS
SUBJECT : TRAVEL PLAN OF PAMO PERSONNEL FOR THE MONTH OF FEBRUARY 2-28, 2022.
DATE : February 2, 2022

Respectfully submitted is the Monthly Travel Plan of Protected Area Management Office (PAMO) Regular and Contract of Service (COS) Personnel for the period of February 2-28, 2022.

For information, record and further instruction.


EMETERIO M. RECTO

MONTHLY TRAVEL PLAN
FOR THE MONTH OF FEBRUARY 2022
DENR-PENRO Marinduque

OFFICE/ DIVISION :
SECTION :

Office of the PENRO
Protected Area Management Office-Marinduque Wildlife Sanctuary (PAMO-MWS)

P/P/A (List down specific activities to be undertaken by each claimant)	NAME OF PERSONNEL & POSITION/ DESIGNATION - Official Station	LOCATION/ DESTINATION	PURPOSE OF TRAVEL	1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK	5TH WEEK
A. For Proclaimed and Legislated PAs	1. Emeterio M. Recto Sr. EMS/PASu-MWS - PAMO, Tumagabok, Boac	DENR-PENRO, Boac	-To attend flag ceremony & con-vocation. - To instruct PAMO personnel re: assignment & weekly activities. - To prepare weekly accomplishment report and act other related concerns or documents. - Participate Online Meeting to be facilitated by BMB.	-	-	-	-	-
1. Demarcation of boundaries for Legislated PAs		-Hinapulan, Canat & Boi & Bayuti, Boac	-To monitor the RCS Surveying Team in conducting demarcation activities.		-	16-17	-	
3. PA Habitat Protection A. Biodiversity Monitoring System (BMS)		Masalukot & Tambangan, Sta. Cruz	- To facilitate 1 st Biodiversity Monitoring System			18-19		-
4. PAMB Operationalization A. PAMB Meeting		Dewey Hotel & Restaurant, Brgy. Maharlika, Sta. Cruz, Marinduques	-To facilitate 1 st PAMB Meeting				23-24	-
5. LAWIN Forest and Biodiversity Protection System								-
Monitoring /supervision of MWS IEC, protection & law enforcement activities		-MWS Parcel I & II (Hinapulan, Canat, Bagtingon, Mailbago, Tambunan, Makulapnit)			11-12			-

P/P/A (List down specific activities to be undertaken by each claimant)	NAME OF PERSONNEL & POSITION/ DESIGNATION - Official Station	LOCATION/ DESTINATION	PURPOSE OF TRAVEL	1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK	5TH WEEK
1. Demarcation of boundaries for Legislated PAS	2. Alvin L. Pergus EMS 1 - PAMO, Tumagabok, Boac	DENR-PENRO, Boac	-To attend flag ceremony & convocation. - To instruct PAMO personnel re: assignment & weekly activities. - To prepare weekly accomplishment report and act other related concerns or documents.	-	-	-	-	-
1. Demarcation of boundaries for Legislated PAS		- Hinapulan, Canat & Binunga, Boi & Bayuti, Boac	-To assist PASu in monitoring the RCS Surveying Team in conducting demarcation activities.	4	-	16-17		
3. PA Habitat Protection A. Biodiversity Monitoring System (BMS)		Tambangan, Sta. Cruz Tumagabok, Boac	To facilitate in conducting 1st BMS			18-19		
4. PAMB Operationalization A. PAMB Meeting		Dewey Hotel & Restaurant, Brgy. Maharlika, Sta. Cruz	-To facilitate 1 st PAMB Meeting				23-24	
5. LAWIN Forest and Biodiversity Protection System								
Monitoring /supervision of MWS IEC, protection & law enforcement activities		-Brgy. Hinapulan, Canat & Boi & Bayuti, Boac -Tumagabok, Boac Sibuyao & Malibago, Torrijos - Malbog, Bagtingon & Sihi, Buenavista; Malibago, Torrijos, Tambunan, Duyay, Boac - Tiguion, Tabionan & Antipolo, Gasan	To assist PASu in the monitoring and supervision of MWS IEC & protection/law enforcement activities.	4	10-11			23-24

	3. Niña Jane L. Mendoza EMS 1 - PAMO, Tumagabok, Boac	DENR-PENRO, Boac	-To attend flag ceremony & con- vocation. -To prepare weekly accomplishment report and act other related concerns or documents.	ANA	ANA	ANA	ANA	-
1. Demarcation of boundaries for Legislated PAs		-Hinapulan, Canat & Boi & Bayuti, Boac	-To assist PASu in monitoring the RCS Surveying Team in conducting demarcation activities.	-	-	-		
3. PA Habitat Protection A. Biodiversity Monitoring System (BMS)		Masalukot & Tambangan, Sta. Cruz Tumagabok, Boac	-To assist in conducting 1 st BMS			18-19		
4. PAMB Operationalization A. PAMB Meeting		Dewey Hotel & Restaurant, Brgy. Maharika, Sta. Cruz	-To assist in conducting 1 st PAMB Meeting				23-24	
5. LAWIN Forest and Biodiversity Protection System								
6. Monitoring /supervision of MWS IEC, protection & law enforcement activities		-Brgy. Hinapulan, Canat & Boi, Bayuti & Binunga, Boac -Tumagabok, Boac Sibuyao & Malibago, Torijos - Malbog, Bagtingon & Sihí, Buenavista; Malibago, Torijos, Tambunan & Duyay, Boac - Tiguion, Tabionan & Antipolo, Gasan	-To assist PASu in the monitoring and supervision of MWS IEC & protection/law enforcement activities.	ANA	ANA	ANA	ANA	
- Ecotourism Management - Maintenance of PAMO	4. Nikko M. Peña* Tourism Aide - PAMO, Tumagabok, Boac	-PAMO, Tumagabok, Boac	-To attend flag ceremony & con- vocation.	ANA	ANA	ANA	ANA	

Bldgs. and Ecotourism Facilities				- To attend orientation on Ecotourism activities and other related concerns or documents.	3-4					
- Ecotourism Management - Maintenance of PAMO Bldgs. and Ecotourism Facilities	5. Blesilda J. Constantino Adda VI - PAMO Sat. Office, PENRO, Boac	- PAMO, Tumagabok, Boac		-To assist in the preparation of lacking requirements for COVID-19 health protocol for PAMO Bldgs./Ecotourism facilities & fixtures and inventory of supplies/equipment of PAMO	ANA	ANA	ANA	ANA	-	
LAWIN Forest & Biodiversity Protection System	6. Roderick S. Villanueva Park Maintenance Foreman - PAMO, Tumagabok, Boac	-DENR PENRO, Boac		- To attend Flag Ceremony & convocation, submit weekly accomplishment report and other PAMO related docs.	-	-	-	-	-	
		-Tambangan & Makulapnit, Sta, Cruz; Nangka & Sibuyao, Torrijos, Bagtingon, Malbog & Sihí, B'vista		- To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	4	9-10	16-17	-	-	
- MWS IEC & protection/law enforcement activities	7. Mark Julius L. Manooos Forest Technician I - PAMO, Tumagabok, Boac	-DENR PENRO, Boac		- To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	-	
		-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac		- To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-3	9-11	16-18	23-25	-	
	8. Almer L. Peregrin Forest Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac		- To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	-	
		-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac		-To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-3	9-11	16-18	23-25	-	
	9. Sherwin P. Villavicencio Forest Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac		To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	-	
		-Tiguion, Tabionan & Antipolo, Gasan;		To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	-	9-11	16-18	23-25	-	

LAWIN Forest & Biodiversity Protection System - MWS IEC & protection /law enforcement activities		Bagtingon, Malbog & Sini, Buenavista; Duyay, Tugos & Tambunan, Boac; Malibago, Torrijos		2-4				
	10. Amando R. Rivamonte, Jr. --Park Ranger * - PAMO, Tumagabok, Boac	-DENR-PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	
		Sibuyao, Nangka, Torrijos; Tambangan, Masalukot, Devila & Makulapnit, Sta. Cruz; Malibago, Torrijos; Bagtingon, Malbog & Sini, Buenavista; Tambunan, Boac;	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	
		-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	
	11. Jake F. Valencia * Park Ranger - PAMO, Tumagabok, Boac	-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog & Sini, Buenavista; Duyay, Tugos & Tambunan, Boac; Malibago, Torrijos	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	
		-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	
		-Balagasan, Binunga, Hinapulan, Canat, Boi & Bayuti, Boac;	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	
	12. Pondador Manay * Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Orientation for newly hired COs. - Prepare weekly accomplishment report & other PAMO related docs	-	-	-	-	
	13. Regie L. Patulot * Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	
		-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog & Sini, Buenavista; Duyay,	- Attend Orientation for newly hired COs. - Prepare weekly accomplishment report & other PAMO related docs	-	-	-	-	
			To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	

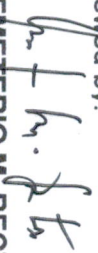
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		Tugos & Tambunan, Boac; Malibago, Torrijos						
14. Gerald M. Liguitt* Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	-Attend Orientation for newly hired COs. - Prepare weekly accomplishment report & other PAMO related docs	-					
	-Balagasan, Binunga, Hinapulan, Canat, Boi & Bayuti, Boac;	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas.	4	9-11	16-18	23-25		
15. Jason Michael S. Leynes* Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Orientation for newly hired COs. - Prepare weekly accomplishment report & other PAMO related docs	3					
	-Balagasan, Binunga, Hinapulan, Canat, Boi & Bayuti, Boac;	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas.	4	9-11	16-18	23-25		
16. Rex Aijohn P. Lacdang* Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Orientation for newly hired COs. - Prepare weekly accomplishment report & other PAMO related docs	ANA					
	-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog & Sihi, Buenavista; Duyay, Tugos & Tambunan, Boac; Malibago, Torrijos	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas.	4	9-11	16-18	23-25		
17. Ericka Q. Roldan* Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Orientation for newly hired COs. - Prepare weekly accomplishment report & other PAMO related docs	ANA					
	-Balagasan, Binunga, Hinapulan, Canat, Boi & Bayuti, Boac;	-To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas.	4	9-11	16-18	23-25		

LAWIN Forest & Biodiversity Protection System - MWS IEC & protection/law enforcement activities	18. Michael R. Rocha * Forest Protection Officer - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Orientation for newly hired COs. - Prepare weekly accomplishment report and other PAMO related docs.	3	-	-	-	
	19. Ronolfo Lazo* Forest Protection Officer - PAMO, Tumagabok, Boac	-PAMO, Tumagabok, Boac; Tambangan, Masalukot, Devilla &, Makulapnit, Sta, Cruz; Nangka & Sibuyao, Torrijos	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	4	9-11	16-18	23-25	
		-DENR PENRO, Boac	- Attend Orientation for newly hired COs. - Prepare weekly accomplishment report and other PAMO related docs.	ANA	-	-	-	
		-PAMO, Tumagabok, Boac; Tambangan, Masalukot, Devilla &, Makulapnit, Sta, Cruz; Nangka & Sibuyao, Torrijos	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. Familiarization of MWS areas.	2-4	9-11	16-18	23-25	-
	20. FPO* Forest Protection Officer -PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Orientation for newly hired COs. - Prepare weekly accomplishment report and other PAMO related docs.	3	-	-	-	
		-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog & Sihi, Buenavista; Duyay, Tugos & Tambunan, Boac; Malibago, Torrijos	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas.	4	9-11	16-18	23-25	
	21. Celestino L. Lazo * Biodiversity Prot. Assistant - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	

	-PAMO, Tumagabok, Boac; Makulapnit, Sta. Cruz; Boi & Hinapulan, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	3-4	9-11	16-18	23-25	-
22. Restituto M. Labog * Biodiversity Prot. Assistant - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	
	-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	-
23. Leodigario J. Montiano * Biodiversity Prot. Assistant - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	
	-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	-
24. Elmer M. Lazarte * Biodiversity Prot. Assistant - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	
	-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	-
25. Ireneo P. Villanueva * Biodiversity Prot. Assistant - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	
	-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog, Sihig, Buenavista; Tambunan, Boac; Malibago, Torrijos	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	-
26. Jerry L. Sarile * Biodiversity Prot. Assistant - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	

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		-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog, Sihig, Buenavista; Duyay & Tugos, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	-
Ecotourism Management -Maintenance of PAMO Bldgs. and Ecotourism Facilities/fixtures	27. Jimmy P. Linga* Caretaker - PAMO, Tumagabok, Boac.	-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	-	-	-	-	
		Travel / ANA						
Technical Support Staff Office work	28. Sherwin M. Milaya * Tech. Support/IT Assistant - PAMO, Tumagabok, Boac	Travel / ANA						
Technical Support Staff Office work	29. Peterlyn P. Manahan * Tech. Support/Data Encoder PAMO Sat. Office, PENRO, Boac	Travel / ANA						
Prepared by:  <u>ALVIN L. RERGIS</u> EMS 1	Reviewed by:  <u>EMETERIO M. RECTO</u> Sr. EMS/PASu-MWS	Recommending Approval:  <u>IMELDA M. DIAZ</u> OIC - PENR Officer	Approved by: <u>LORMELYN E. CLAUDIO, CESO IV</u> OIC, Regional Executive Director					

Note:

- * Contractual /JO
- * Travel of EMS 1, Park Rangers & Forest Protection Officer (FPOs) & other COs – transportation allowance only
- * Travel/Fieldwork of Biodiversity Protection Assistant (BPA)/Green Brigade Volunteer (GBV) – no claim
- * This Travel Plan of PAMO Personnel is subject for change/disapproval of higher authorities, if necessary.