



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

January 14, 2022

Maria Luisa Salonga-Agamata, PhD, CESO V
Director IV
Public Assistance and Information Officer
Civil Service Commission
email@contactcenterngbayan.gov.ph

SUBJECT: Request for assistance from Mark John A. Flores Re: Alleged unjust reassignment from DENR Roxas to PENRO Calapan, Oriental Mindoro (***Ticket Reference No. IRNO257872***)

Dear Director Agamata:

Kindly be informed that on May 27, 2021, PENRO Special Order No. 2021-44¹, was issued to Mr. Mark John A. Flores, Administrative Aide VI (SG-06), assigning him from DENR-CENRO Roxas, Oriental Mindoro to PENR Office, Calapan City, Oriental Mindoro. The DENR PENRO Special Order was issued *in the interest of the service and to promote efficiency and effective service to the public*. With the said order, he shall serve as the Focal Person for Client Satisfaction Survey (CSS) in the province of Oriental Mindoro.

Prior to the issuance of the said Special Order, his immediate supervisor (CENRO of Roxas) talk to him about his new assignment as Focal Person for CSS. I personally discuss to him the importance of his new assignment.

On June 11, 2021, he submitted a letter of resignation² address to the undersigned effective July 1, 2021 and a reporting for duty³ of even date. Kindly be informed that he did not physically reported to this Office.

For the remaining days, he filed an application for leave: May 31 to June 4, 2021 (5 days)⁴ and June 7-30, 2021 (18 days)⁵ together with his Medical Certificate⁶.

The mandated authority of the undersigned pursuant to DENR Administrative Order No. 2014-03 (Manual of Authorities on Human Resources Development and Administrative Matters, Section III, page 17 of 50, Ref: A2 to A3)⁷ authorizes, among others, the PENRO to reassign, in the interest of the service, within the province below SG-18 personnel.

We hoped we have been clarified on this matter.

Very truly yours,


MARY JUNE F. MAYPA
PENR Officer

Cc:
The OIC, Director
Human Resource Development Service
DENR, CO

The Regional Executive Director
DENR-MIMAROPA



PENRO SPECIAL ORDER

No. 2021-44

Series of 2021 *Jun*

MAY 27 2021

**SUBJECT: REASSIGNMENT OF ADMINISTRATIVE AIDE VI
MARK A. FLORES FROM CENRO ROXAS TO
PENR OFFICE, CALAPAN CITY**

In the interest of the service and to promote efficiency and effective service to the public, Administrative Aide VI Mark A. Flores is hereby reassigned at PENR Office, Calapan City under Planning Section to perform the following functions:

1. Shall be assigned to conduct the survey on Client Feedback (suggestion, commendation and complaint);
2. Assist in converting CSS paper form into electronic/digital copies and
3. Assist in the conduct of CSS exit survey every after the release of the end product

As such, he shall clear himself of all work accountabilities in CENRO Roxas before reporting to his new assignment.

This Order takes effect on June 1, 2021 and shall remain enforced unless revoked by another Order.

Mary June F. Maypa
MARY JUNE F. MAYPA
PENRO

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

JUN 17 2021

June 14, 2021

MEMORANDUM

FOR The Regional Executive Director
DENR MIMAROPA Region

FROM The PENR Officer
Calapan City, Oriental Mindoro

SUBJECT RESIGNATION OF ADMINISTRATIVE AIDE VI MARK JOHN
A. FLORES

Please be informed that Administrative Aide VI Mark John Flores submitted his reporting for duty on June 11, 2021 together with a letter for his resignation effective July 1, 2021.

Kindly be informed that upon submission of his reporting for duty, he never reported to this office.

For information and record.

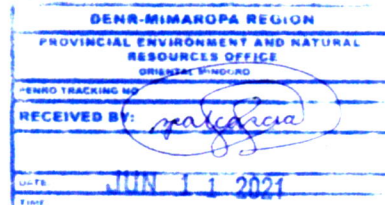
Mary June F. Maypa
MARY JUNE F. MAYPA

Tracking No. 2106000221/2106000221

Ilang-Ilang St., Suqui, Calapan City Oriental Mindoro
DENR Contact Nos. (043)288-3017, Tel Fax: 288-3006

June 11, 2021

Ms. Mary June F. Maypa
PENR Officer
DENR PENRO, Oriental Mindoro
Ilang-Ilang St., Suqui,
Calapan City, Oriental Mindoro



Dear Madam:

Greetings!

I would like to notify you that I am resigning from my position as Administrative Aide VI effective July 1, 2021.

Again, my appreciation and gratitude for the kindness and support during my stay at DENR.

For your kind approval.

God bless you.

Very truly yours,


MARK JOHN A. FLORES
Administrative Aide VI



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

Provincial Environment and Natural Resources Office
Ilang-Ilang St., Suqui, Calapan City, Oriental Mindoro

MEMORANDUM

FOR : The PENR Officer
Suqui, Calapan City, Oriental Mindoro

THRU : The Chief, Management Services Division

FROM : The Administrative Aide VI

SUBJECT : **REPORTING FOR DUTY OF ADMINISTRATIVE AIDE VI
MARK JOHN A. FLORES**

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENR TRACKING NO.	
RECEIVED BY:	<i>[Signature]</i>
DATE	JUN 11 2021
TIME	

Please be informed that the undersigned reported for duty at PENR Office, Calapan City, Oriental Mindoro effective today, June 11, 2021.

For information and record.

[Signature]
MARK JOHN A. FLORES



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
Community Environment and Natural Resources Office
Purok Camia, San Mariano, Roxas, Oriental Mindoro

APPLICATION FOR LEAVE

1 DENR-CENRO-Roxas
OFFICE/AGENCY

2 FLORES MARK JOHN ALIMOT
Name (Last) (First) (Middle)

3 May 27, 2021
Date of Filing

4 Administrative Aide VI
Position

5 ₱ 16,200.00
Salary (Monthly)

DETAILS OF APPLICATION

6.a. Type of Leave

- ☐ Vacation
☐ To seek employment
☒ Sick
☐ Maternity
☐ Others (Specify)

Five (5) days
May 31 to June 1-4, 2021

b. Where Leave will be spent:

(1) In case of Vacation Leave

- ☐ Within the Philippines
☐ Abroad (Specify)

(2) In case of Sick Leave

- ☐ In Hospital (Specify)

- ☐ Out Patient (Specify)

c. Number of Working Days

Applied for: FIVE (5) DAYS
Inclusive Dates: MAY 31, JUNE 1-4, 2021

d. Commutation:

- ☐ Requested
☐ Requested

(Signature of Applicant)

DETAILS OF APPLICATION

7.a. Certification of Leave Credits
as of

Vacation	Sick	Total
<u>9.922</u> <u>- 5.000</u> <u>4.922</u> days	<u>18.000</u> days	<u>22.922</u> days

MARITES B. LANDICHO

Credit Officer I/In-Charge, Admin. Unit

b. Recommendation

- ☐ Approval
☐ Disapproved due to

ALMA E. GIBE
OIC-CENRO

c. APPROVED FOR:

- ____ Days with pay
____ Days without pay
____ Others (specify)

d. DISAPPROVED FOR:

MARY JUNE F. MAYPA
PENRO



Republic of the Philippines
Provincial Environment and Natural Resources
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENR, DE-HAO.

2. NAME (Last) FLORIDA (First) MARK JOHN (Middle) A.

3. DATE OF FILING _____

4. POSITION Adm. Aide VI

5. SALARY ₱ 14,200

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210/MRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended)
- ☐ Adaptation Leave (RA No. 8552)

Others: _____

6. DETAILS OF APPLICATION

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

☐ Within the Philippines _____

☐ Abroad (Specify) _____

In case of Sick Leave:

☐ In Hospital (Specify Illness) _____

☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

☐ (Specify Illness) _____

In case of Study Leave:

☐ Completion of Master's Degree

☐ BAR/Board Examination Review

Other purpose:

☐ Monetization of Leave Credits

☒ Terminal Leave

6.D COMMUTATION

☐ Not Requested

☐ Requested

(Signature of Applicant)

6.C NUMBER OF WORKING DAYS APPLIED FOR
EIGHTEEN (18) DAYS

INCLUSIVE DATES
JUNE 7-30, 2021

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of MAY 31, 2021

	Vacation Leave	Sick Leave
Total Earned	6.172	19.250
Less this application		18.000
Balance	6.172	1.250

BUENA P. FLORIDA

Administrative Officer IV

7.B RECOMMENDATION

☐ For approval

☐ For disapproval due to _____

NESTOR N. CUASAY

In-charge, Management Services Division

APPROVED FOR:

_____ days with pay
_____ days without pay
_____ others (Specify) _____

7.D DISAPPROVED DUE TO:

MARY F. MAYPA
PENR Officer



Dr. R. B. Pareñas, M.D.; DPAMS, FIAMS

Diplomate, Philippine Academy of Medical Specialist
Family Medicine - Diabetes (PDMFLEADPH 17)
Fellow-Int'l Academy of Medical Specialist

MEDICAL CERTIFICATE

JUNE 17, 2021

DATE

Name FLORES, MARK JOHN

Address ODIONG, ROXAS, OR. MINDORO

Age 29

Sex M

Civil Status M

Occupation _____


Date of Consultation / Confinement 06/17/2021

Diagnosis ESSENTIAL HYPERTENSION; T/C

Remarks DIABETES MELLITUS TYPE 2.

HYPER THYROIDISM.

ADVISED TO REST FOR 10-15 DAYS
WHILE UNDER MEDICAL EVALUATION.


Dr. ROY B. PARENAS
Family Med.

Lic. No. 094987/PMA# J4-1681
PTR: 9443672

S2:

Department of Environment and Natural Resources
Manual of Authorities
on Human Resources Development and Administrative Matters



SUBJECT: HUMAN RESOURCES DEVELOPMENT (B. Personnel Action)

SECTION III
Page 17 of 50
Ref.: A2 to A3

TOPIC: **REASSIGNMENT² / RECALL**

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
- Within the Respective Region	ARD MS	RD	
- Within the Province	<u>CENRO / Chief MSD</u>	<u>PENRO</u>	
- Across DENR Organizational Structure	Concerned Dir / ASEC / USEC	USEC AIS	

2. Reassignment – is the movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary. Reassignment across organizational structure shall require no objection letter from the present station to the recipient office.

2.2