



Department of Environment and Natural Resources
Ecosystems Research and Development Bureau

26 January 2022

MEMORANDUM

FOR : **Lormelyn E. Claudio**
Regional Director
DENR MIMAROPA

ATTENTION : **Donna Mayor-Gordove**
Assistant Regional Director for Management Service

FROM : The Director, ERDB

SUBJECT : **REQUEST FOR THE EXECUTION OF DEED OF DONATION OF SERVICE VEHICLE**

This pertains to the service vehicle, Toyota Hi-lux with Conduction Sticker No. A3A502 which was assigned to the undersigned during my term as Director of the Policy and Planning Service (PPS). Considering the inadequacy of vehicles at DENR MIMAROPA at the time I was designated as the Regional Executive Director of the region in 2020. I was allowed to bring the vehicle with me for my official use. I order for the Region to fund the fuel and maintenance requirement of the vehicle, however, the execution of a Deed of Donation of the vehicle to the region was required at the Regional office.

Considering my recent reassignment to ERDB which can provide me with a vehicle, the PPSO requested for the return of the vehicle to them for their use. The vehicle is deemed needed to ferry PPS staff for official purposes.

In view of the foregoing and since funds have already been included in the Region's CY 2022 budget for the procurement of new vehicles for the use of the regional office, I will be returning the subject vehicle to PPSO for their use. Hence, may I request for the execution of a Deed of Donation transferring the vehicle to the DENR-CO, particularly, PPSO.

For your consideration.


MARIA LOURDES G. FERRER, CESO III