



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) 434-8791


## CERTIFICATION OF DUTIES AND RESPONSIBILITIES

This is to certify that **IRENE A. MIXDON**, who is applying for a **Master in Public Administration (MPA Batch 3)** is a permanent employee of the **IEC Unit and Office of the PENRO, DENR- PENRO, Palawan** holding the position of **Administrative Assistant I (Computer Operator I)** and designated as **IEC Officer/8888 Focal Person/Alternate Pollution Control Officer** in compliance with PENRO Special Order No. 2020-048, PENRO S.O. No. 2021-005, PENRO S.O. No. 2022-010, PENRO S.O. No. 2021-090, PENRO S.O. No. 2022-023, and PENRO S.O. No. 2022-054, perform the following actual duties and responsibilities:

- a. Conduct and participate in exhibits showcasing ENR programs and success stories.
- b. Installs streamers/billboards/signage/tarpaulins pertaining to DENR special events and monthly celebrations.
- c. Conduct lectures on environmental education with reports submitted.
- d. Conduct special events and celebrations and/or coordinate with other government agencies, local government units (LGUs), non-government agencies and other partner agencies.
- e. Airs radio program regarding DENR special events.
- f. Attend TV programs and discussions about environmental issues and concerns.
- g. Newsletter published on the website and disseminated to the PENRO sectors/units.
- h. Submit accomplishment reports of the Office of the PENRO and Information, Communication, and Education Unit including corresponding MOVs.
- i. Retrieval and transmittal of 8888 e-mails and documents received from Central/Regional Office, CENROs and other concerned stakeholders and disseminates/acts within 72 hours upon receipt.
- j. Remind the PENRO/Officer-In-Charge of the scheduled meetings/appointments.
- k. Retrieval of e-mails and fax messages received from Central/Regional Office and CENROs.
- l. Transmit e-mails/fax messages received from Central/ Regional Office and CENROs.
- m. Record and release of documents signed and acted by the PENR Officer/OIC through Enhanced Document Tracking System (eDATS).
- n. Monitor and approve entries of the different tenurial instruments on the Enhanced Forestry Information System (eFIS).
- o. Conduct inspection on all procured goods, supplies, and equipment to ensure that all items are in accordance with the specification before recommending for payment.
- p. Collate necessary data/documents required to maintain the transparency seal of PENR Office updated.
- q. Answer incoming calls.

This certification is issued upon request of the applicant in relation to her application for the local scholarship program.

Issued this 25th day of July 2022 at DENR PENRO, Palawan.

  
**FELIZARDO B. CAYATOC**  
PENRO