



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

June 6, 2022

**MEMORANDUM**

**FOR :** The OIC-PENR Officer

**FROM :** The In Charge, Technical Services Division

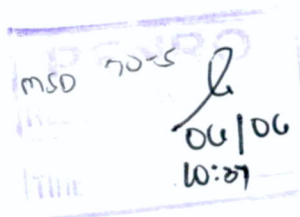
**SUBJECT :** **REQUEST FOR RELINQUISHMENT OF DESIGNATION AS CHIEF OF TECHNICAL SERVICES DIVISION OF THE PENR OFFICE AND OTHER CONCURRENT CAPACITIES**

In line with the service and adherence to the appropriate processes with respect to the mandatory age to end of service, the undersigned requests for the relinquishment of the designation as In Charge of the Technical Services Division effective July 1, 2022. As such, the undersigned also relinquishes the roles and responsibilities attached to the designation including the Chairmanship of the Bids and Awards Committee (BAC) and as Head of the Internal Audit Unit (IAU).

It is within the undersigned's belief that the remaining period, prior to the retirement on December 23, 2022, will be for the accomplishment of the voluminous documentary requirements in line with the 45 years of government service rendered. In addition, the process of transition should also find prioritization in order to facilitate the accomplishment of targets for CY 2022. This will also provide ample time to coordinate targets currently monitored by the Division; expedite approval of documents in BAC; and hand over the implementation of activities of the IAU to the in-coming Chief.

For your information and approval.

**VICTORIO P. CAPITAN**





Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES**  
**REGION IV – MIMAROPA**

June 10, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR-MIMAROPA Region  
Roxas Blvd., Ermita, Manila

**FROM** : The OIC, PENR Officer

**SUBJECT** : **REQUEST FOR RELINQUISHMENT OF DESIGNATION AS  
CHIEF OF TECHNICAL SERVICES DIVISION OF THE PENR  
OFFICE AND OTHER CONCURRENT CAPACITIES**

Respectfully forwarding herewith is the request of SVEMS Victorio P. Capitan regarding the above-mentioned subject dated June 6, 2022 effective July 1, 2022.

In line with this, we respectfully recommend SVEMS Celso B. Almazan to be designated as In Charge, Technical Services Division.

For information, evaluation and consideration.

  
**ERNESTO E. TAÑADA**