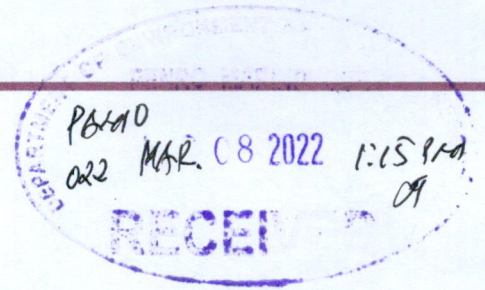




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Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

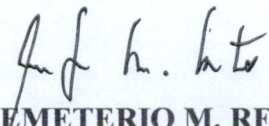


MEMORANDUM

FOR : The OIC, PENR Officer
THRU : The In-Charge, Mgmt. Services Division
FROM : The SEMS/PASu-MWS
SUBJECT : **TRAVEL PLAN OF PAMO PERSONNEL FOR THE MONTH OF MARCH 1-31, 2022.**
DATE : **March 1, 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 March 1-31, 2022.

For information, record and further instruction.


EMETERIO M. RECTO

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

OFFICE/ DIVISION : Office of the PENRO
SECTION : Protected Area Management Office-Marinduque Wildlife Sanctuary (PAMO-MWS)

<i>P/P/A (List down specific activities to be undertaken by each claimant)</i>	NAME OF PERSONNEL & POSITION/ DESIGNATION - Official Station	LOCATION/ DESTINATION	PURPOSE OF TRAVEL	1 ST WEEK	2 ND WEEK	3 RD WEEK	4 TH WEEK	5 TH 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/convocation -To review/sign accomplishment report & act other related docs. PAMO. - Attend women's month celebration. - Attend finalization of BP for 2023.	1-2	7-8			
1. Demarcation of boundaries for Legislated PAS		-Malbog, Sini & Bagtingon, Buenavista and Malibago, Torrijos	-To monitor the RCS Surveying Office Team in conducting demarcation of monuments & installation of signages.			16-18		
3. PA Habitat Protection A. Biodiversity Monitoring System (BMS)		Masalukot-Tambangan, Sta. Cruz	- To facilitate 1 st Semester Biodiversity Monitoring System					
4. PAMB Operationalization A. PAMB Meeting		Dewey Hotel & Restaurant, Maharlika, Sta. Cruz, Marinduques	-To facilitate 1 st Quarter PAMB Meeting	3				
5. LAWIN Forest & Bio- versity Protection System								
-Monitoring /supervision of MWS CEPA, protection & law enforcement activities		-MWS Parcel I & II (Hinapulan, Canat, Boi, Bagtingon, Malibago, Sini & Malbog)	- Monitoring & supervision of PAMO law enforcement activities				24-25	30-31

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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. Pergis EMS II - PAMO, Tumagabok, Boac	DENR-PENRO, Boac	-To attend flag ceremony & convocation. - To prepare accomplishment report and act other related concerns of PAMO. - Attend women's month celebration. - Attend finalization of BP for FY 2023.	1-2	7-8			
Demarcation of boundaries for Legislated PAs		- Hinapulan, Canat & Binunga, Boi & Bayuti, Boac	- Assist PASu in monitoring the RCS Surveying Team in conducting demarcation activities.	4		16-18		30-31
3. PA Habitat Protection A. Biodiversity Monitoring System (BMS)		Masalukot & Tambangan, Sta. Cruz Tumagabok, Boac	- Facilitate the 1st Semester BMS.					
4. PAMB Operationalization A. PAMB Meeting		Dewey Hotel & Restaurant, Brgy. Maharlika, Sta. Cruz	-Assist in facilitating 1 st Quarter PAMB Meeting	3				
5. LAWIN Forest and Biodiversity Protection System								
Monitoring /supervision of MWS IEC, protection & law enforcement activities		-Brgy. Hinapulan, Canat & Boi & Bayuti, Boac -Sibuyac-Nangka, Torrijos - Maibog, Bagtingon & Sihy, Buenavista; Maibago, Torrijos, Tugos & Duyay, Boac - Tiguion, Tabionan & Antipolo, Gasan	-Assist PASu in the monitoring and supervision of MWS CEPA & PAMO law enforcement activities.		10-11	17-18	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 & act related concerns. - Attend women's month celebration.	ANA	7-8	ANA	ANA	ANA
1. Demarcation of boundaries for Legislated PAs		- Sibuyao, Nangka, Torrijos - Tambangan, Devilla and Makulapnit, Sta. Cruz	-To assist PASu in monitoring the RCS Surveying Team in conducting demarcation activities.			16-18		
3. PA Habitat Protection A. Biodiversity Monitoring System (BMS)		Masalukot & Tambangan, Sta. Cruz	- Assist in conducting 1st BMS					
4. PAMB Operationalization A. PAMB Meeting		Dewey Hotel & Restaurant, Bryg. Maharika, Sta. Cruz	- Assist in the preparation and facilitating the First Quarter PAMB Meeting.	3-4				
5. LAWIN Forest and Biodiversity Protection System								
6. Monitoring /supervision of MWS IEC, protection & law enforcement activities		-Bryg. Hinapulan, Canat & Boi, Bayuti & Binunga, Boac -Tumagabok, Boac - Sibuyao & Malibago, Torrijos - Malbog, Bagtingon & Sihig, Buenavista; Malibago, Torrijos, Tambunan & Duyay, Boac - Tiguiun, Tabionan & Antipolo, Gasan	-To assist PASu in the monitoring and supervision of MWS CEPA & protection/law enforcement activities. - Assist in monitoring the contractor of demarcation of 43 corners and installation of 283 signages.	ANA	ANA	ANA	ANA	ANA
- Ecotourism Management	4. Nikko M. Peña* Tourism Aide - PAMO, Tumagabok, Boac	-PAMO, Tumagabok, Boac	-To attend flag ceremony & con-vocation.	ANA	7-8	ANA	ANA	ANA

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- Maintenance of PAMO Bldgs. and Ecotourism Facilities - Ecotourism Management - Maintenance of PAMO Bldgs. and Ecotourism Facilities		-Dewey Hotel & Restaurant, Brgy. Maharlika, Sta. Cruz	- Attend women's month celebration. - To assist in conducting First Quarter PAMB Meeting.	3-4				
	5. Blesilda J. Constantino Ada VI - PAMO Sat. Office, PENRO, Boac	-PAMO, Tumagabok, Boac	- Assist in the preparation of re-opening of ecotourism activities. - Facilitate the completion of requirements for the minimum COVID-19 health protocol.	ANA	ANA	ANA	ANA	ANA
	6. Roderick S. Villanueva Park Maintenance Foreman - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Flag Ceremony & convocation. - Submit weekly accomplishment report & other PAMO related docs. - Attend women's month celebration.		7-8			
LAWIN Forest & Biodiversity Protection System - MWS IEC & protection/law enforcement activities	7. Mark Julius L. Manooos Forest Technician I - PAMO, Tumagabok, Boac	-Tambangan, Devilla & Makulapnit, Sta. Cruz; Nangka & Sibuyao, Torrijos, Bagtingon, Malbog & Sihi, B'vista	- To conduct CEPA & Patrolling within PA-MWS (LAWIN & Regular)	3-4	9-11	16-17		
		-DENR PENRO, Boac	- Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report & PAMO related docs.		7-8			
	8. Almer L. Peregrin Forest Ranger - PAMO, Tumagabok, Boac	-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac	- To conduct CEPA & Patrolling within PA-MWS (LAWIN & Regular)	3-4	9-11	16-18	23-25	30-31
		-DENR PENRO, Boac	- To attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.		7-8			
		-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac	-To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	3-4	9-11	16-18	23-25	30-31

LAWIN Forest & Biodiversity Protection System - MWS IEC & protection /law enforcement activities	9. Sherwin P. Villavicencio Forest Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	-To attend Flag Ceremony & convocation. - Attend women's month celebration. -Prepare weekly accomplishment report and PAMO related docs.		7-8			
		-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog & Sihi, Buenavista; Duyay, Tugos & Tambunan, Boac; Malibago, Torrijos	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	3-4	9-11	16-18	23-25	30-31
		-DENR-PENRO, Boac	-To attend Flag Ceremony & convocation. - Attend women's month celebration. -Prepare weekly accomplishment report and PAMO related docs.		7-8			
	10. Amando R. Rivamonte, Jr. --Park Ranger * - PAMO, Tumagabok, Boac	Sibuyao, Nangka, Torrijos; Tambangan, Masalukot, Devilla & Makulapnit, Sta. Cruz; Malibago, Torrijos; Bagtingon, Malbog & Sihi, Buenavista; Tambunan, Boac;	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31
		-DENR PENRO, Boac	To attend Flag Ceremony & convocation. - Attend women's month celebration. -Prepare weekly accomplishment report and PAMO related docs.		7-8			
	11. Jake F. Valencia * Park Ranger - PAMO, Tumagabok, Boac	-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog & Sihi, Buenavista; Duyay, Tugos & Tambunan, Boac; Malibago, Torrijos	To conduct CEPA & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31
	12. Pondador Manay * Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	-To attend Flag Ceremony & convocation. - Attend women's month celebration.		7-8			

	-Balagasan, Binunga, Hinapulan, Canat, Boi & Bayuti, Boac;	-Prepare weekly accomplishment report and other PAMO related docs.					
	-DENR PENRO, Boac	-Conduct CEPA & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31
13. Regie L. Patulot * Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	-Attend Flag Ceremony & convocation. - Attend women's month celebration. -Prepare weekly accomplishment report and PAMO related docs.		7-8			
	-Tiguion, Tabionan & Antipolo, Gasan, Bagtingon, Malbog & Sih, Buenavista; Duyay, Tugos & Tambunan, Boac; Malibago, Torrijos	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31
14. Gerald M. Liguitt* Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.		7-8			
	-Antipolo, Tabionan & Tiguion, Gasan - Duyay & Tugos, Boac	- Conduct CEPA & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas. - Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.	2-4	9-11	16-18	23-25	30-31
15. Jason Michael S. Leynes* Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas.		7-8			
	-Balagasan, Binunga, Hinapulan, Canat, Boi & Bayuti, Boac;	- Conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas.	3-4	9-11	16-18	23-25	30-31

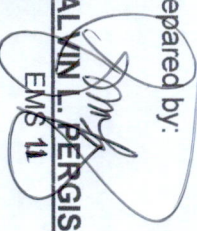
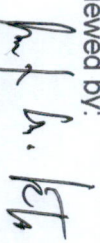
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16. Rex Aljohn P. Lacadang* Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.		7-8				
	-Balagasan, Binunga, Hinapulan, Canat, Boi & Bayuti, Boac;	- Conduct CEPA & Patrolling w/in PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas. - Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.	3-4	9-11	16-18	23-25	30-31	
17. Ericka Q. Roldan* Park Ranger - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas. - Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.		7-8				
	-Balagasan, Binunga, Hinapulan, Canat, Boi & Bayuti, Boac;	- Conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) - Coordination with concerned Brgys. Officials. - Familiarization of MWS areas. - Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.	3-4	9-11	16-18	23-25	30-31	
18. Michael R. Rocha * Forest Protection Officer - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.		7-8				
	-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	30-31	
19. Arnolfo M. Lazo, Jr.* Forest Protection Officer - PAMO, Tumagabok, Boac	-DENR PENRO, Boac	- Attend Flag Ceremony & convocation. - Attend women's month celebration. - Prepare weekly accomplishment report and PAMO related docs.		7-8				
	-PAMO, Tumagabok, Boac; Tambangan,	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31	

LAWIN Forest & Biodiversity Protection System

- MWS IEC & protection/law enforcement activities

	Masalukot, Devilla &, Makulapnit, Sta, Cruz; Nangka & Sibuyao, Torrijos	- Coordination with concerned Brgs. Officials. Familiarization of MWS areas.					
20. 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.	ANA	ANA	ANA	ANA	
	-PAMO, Tumagabok, Boac; Makulapnit, Sta, Cruz; Boi & Hinapulan, Boac	To conduct CEPA & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31
21. 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.	ANA	ANA	ANA	ANA	
	-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac	To conduct CEPA & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31
22. 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.	ANA	ANA	ANA	ANA	ANA
	-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31
23. 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.	ANA	ANA	ANA	ANA	ANA
	-Hinapulan, Canat, Boi, Bayuti, Binunga & Balagasan, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular)	2-4	9-11	16-18	23-25	30-31
24. 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.	ANA	ANA	ANA	ANA	
	-Tiguion, Tabionan & Antipolo, Gasan;	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular).		9-11	16-18	23-25	

Ecotourism Management -Maintenance of PAMO Bldgs. and Ecotourism Facilities/fixtures	25. Jerry L. Sarile * Biodiversity Prot. Assistant - PAMO, Tumagabok, Boac	Bagtingon, Malbog, Sihni, Buenvista; Tambunan, Boac; Malibago, Torrijos	Monitoring of demarcation activities.	2-4				
		-DENR PENRO, Boac	To attend Flag Ceremony & convocation, prepare weekly accomplishment report and other PAMO related docs.	ANA	ANA	ANA	ANA	
		-Tiguion, Tabionan & Antipolo, Gasan; Bagtingon, Malbog, Sihni, Buenvista; Duyay & Tugos, Boac	To conduct IEC & Patrolling within PA-MWS (LAWIN & Regular) Monitoring of demarcation activities.	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.	ANA	ANA	ANA	ANA	ANA
Technical Support Staff Office work	26. Jimmy P. Linga * Caretaker - PAMO, Tumagabok, Boac.	Travel / ANA		ANA	ANA	ANA	ANA	ANA
		Travel / ANA		ANA	ANA	ANA	ANA	ANA
Technical Support Staff Office work	27. Sherwin M. Milaya * Tech. Support/IT Assistant - PAMO, Tumagabok, Boac	Travel / ANA		ANA	ANA	ANA	ANA	ANA
Technical Support Staff Office work	28. Kieth Erica R. Solas * Tech. Support/Data Encoder PAMO Sat. Office, PENRO, Boac	Travel / ANA		ANA	ANA	ANA	ANA	ANA
Prepared by:  ALVIN L. PERGIS EMS 11	Reviewed by:  EMETERIO M. RECTO Sr. EMS/PASu-MWS	Recommending Approval:  IMELDA M. DIAZ OIC - PENR Officer	Approved by: LORMELYN E. CLAUDIO, CESO IV 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.