



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

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Telfax No. (048) 433-5638 / (048) 433-5638

May 2, 2022

**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City

**THRU :** Rhodora B. Ubani  
Supervising Ecosystem Management Specialist  
Chief, CDS/SIMO

**FROM :** Edilita B. Demonguitan  
Research Assistant, Snake Island NCMCR- CDS

**SUBJECT :** **SUBMISSION OF MONTHLY ACCOMPLISHMENT REPORT  
FOR THE MONTH OF APRIL 2022**

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Submitted is the accomplishment report of the undersigned for the month of April 2022 to wit:

1. Scanned and filed incoming and outgoing communication of Snake Island NCMCR;
2. Consolidated accomplishment reports, vouchers, payrolls, documentation of events and other related documents of Snake Island for the month of March 2022;
3. Endorsed fifteen (16) reports and related communications of Snake Island NCMCR to the Regional Office and other partners or/and individual personalities for the month of April 2022;
4. Assisted Regional Executive Director Lormelyn E. Claudio and company in their conduct of ocular visit and inspection at Snake Island NCMCR on April 3, 2022;
5. Attended the opening program of Coastal and Marine Resource Assessment for Dry Season 2022 at Snake Island NCMCR on April 4, 2022;
6. Assisted Under Secretary for Finance, Information Systems and Climate Change Anna Rebuelta-Teh and company during their ocular visit and inspection at Snake Island NCMCR on April 22, 2022;
7. Submitted the final excel file of coral reef assessment last December 2021 for wet season to Region on April 26, 2022;
8. Started the Coral identification of last coral reef assessment during dry season 2022 using the Coral Point Count with Excel Extension Software (CPCe) for the month of April 2022;
9. Perform other related functions as instructed or assigned by immediate supervisor:
  - Attended and participated in the conduct of meeting regarding the "Rehabilitation Strategies for the Control and Management of Mercury Contamination in Sta. Lourdes, Puerto Princesa City, Palawan of ERDB at PENRO Training Hall on April 25, 2022;

Noted by:

  
**RHODORA B. UBANI**

Supervising ECOMS/Chief, CDS

Prepared by:

  
**EDILITA B. DEMONGUITAN**