



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

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

FROM : Julius F. Landrito
Data Manager, Snake Island NCMCR, CDS

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

Submitted is the accomplishment report of the undersigned for the month of April 1-30
2022 to wit:

1. Consolidated data and documents of Snake Island NCMCR.
2. Prepared Activity report regarding the 2nd quarter Waterbirds Monitoring.
3. Checked and updated the data base of Waterbirds census.
4. Assisted in the preparations for the visit of RED and other Regional Office staff to Snake Island.
5. Assisted the RED and other Regional Office staff in their ocular inspection/visit to the damage caused by Typhoon Odette on Snake Island on December 17, 2021.
6. Participated in the Marine Resource Assessment and Monitoring for Dry Season 2022 in Snake Island on April 4-8, 2022
7. Contacted the Speedboat's engine mechanic to ask for updates regarding the engine.
8. Checked the speedboat if the engine has been already installed on the body.
9. Purchased materials needed for the repair and construction of flooring of Speedboat.
10. Searched for the supplier/contractor that fabricated the stainless holder for the speedboat's canopy.
11. Assisted in administrative matters such as the preparation of vouchers.
 - Payment voucher for the repair and maintenance of Speedboat's engine.
 - Payment voucher for the labor of rewiring of the main building and other infrastructure in Snake Island.
 - Payment voucher for the boat rental that was used by Snake Island personnel for 3 months.




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- Payment voucher for the boat rental that was used during the Marine Resource Assessment and Monitoring for Dry Season 2022 in Snake Island on April 4-8, 2022
12. Searched for the supplier/contractor in fabricating canopy cover for the speedboat.
 13. Assisted the supplier with the canopy cover measurement for fabrication.
 14. Assisted the supplier in installing the fabricated canopy cover in the speedboat.
 15. Assisted in the ocular inspection/visit of USEC Teh and her Staff to the damage caused by Typhoon Odette on Snake Island on December 17, 2021.
 16. Prepared endorsement re copy of proposal and endorsement letter of students of WPU to conduct research study in Snake Island.
 17. Performed other related functions as instructed and assigned by immediate supervisor.

Prepared by:


JULIUS F. LANDRITO

Noted by:


RHODORA B. UBANI
Supervising ECOMS/Chief, CDS