



09 November 2022

MEMORANDUM

**FOR : The Assistant Regional Director
MANAGEMENT SERVICES –
DENR MIMAROPA REGION**

**FROM : The Regional Director
EMB MIMAROPA REGION**

SUBJECT : REPORTING OF ACCOMPLISHMENTS

This is with reference to your Memorandum dated 22 August 2022 regarding the instruction from the Undersecretary for Policy, Planning and International Affairs for all non-CESOs occupying CES positions to submit bi-monthly reports of major accomplishments.

Relative thereto, please be informed that the EMB Central Office has provided us the link of the Google Sheet to accomplish the required bi-monthly report. Per coordination with EMB Central Office, all inputs and uploads to the link are directly submitted to DENR since the same was provided by them.

Further, please be informed that this Office has already accomplished/submitted the required bi-monthly report within the prescribed deadline covering the period of 1-31 August 2022. Please refer to this link <https://tinyurl.com/38bmz9ne> for our compliance on the accomplishment of bi-monthly report for your ready reference.

For the Assistant Regional Director's information, records, and reference.


JOE AMIL M. SALINO

