



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

November 21, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
1515 DENR By the Bay Building, Roxas Blvd.,
Brgy 668, Ermita, Manila

FROM : The OIC, PENR Officer

**SUBJECT : REQUEST FOR ISSUANCE OF SPECIAL ORDER TO
ACCOUNTANT III DONEBELE S. MESINA AS IN-CHARGE,
OFFICE OF THE MANAGEMENT SERVICES DIVISION**


This Office would like to request for the issuance of a Special Order due to official travels of Chief, Management Services Division in Davao City to attend Eastern Mindanao Biodiversity Corridor (EMBD) Protected Areas Conference on November 21-23, 2022.

In order to ensure continuous functioning and supervision of vital targets of the Division, Accountant III Donebelle S. Mesina is recommended for such designation while Chief, MSD is not around.

Attached is the draft Special Order as well as the excel format of the action to be undertaken during the duration of such designation.

For information and issuance of corresponding special order.

For the PENR Officer:


CELSO B. ALMAZAN
Supervising ECOMS /In Charge, TSD



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

REGIONAL SPECIAL ORDER

No. 2022 - _____

SUBJECT : **DESIGNATION OF ACCOUNTANT III DONEBELE S. MESINA AS IN-CHARGE, OFFICE OF THE MANAGEMENT SERVICES DIVISION**

In the interest of the service and in view of the official travel of Chief, Management Services Division Abe R. Francisco to Davao City to attend Eastern Mindanao Biodiversity Corridor (EMBD) Protected Areas Conference on November 21-23, 2022, Accountant III Donebelle S. Mesina is hereby designated as In-Charge, Office of the Management Services Division.

As such, she shall act on urgent and routinary matters and attend meetings, conference and the likes where the presence of Chief, MSD is necessary. She shall sign as follows:

“For and in the Absence of the Chief, Management Services Division:

DONEBELLE S. MESINA
Accountant III

A report on action taken/carried out by the In-Charge shall be submitted to the undersigned using the attached format, copy furnished the Chief, MSD, for information and record.

This Order shall take effect on the duration of the said travel.



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