



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

September 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 OIC, PENRO
PLANNING OFFICER / INFORMATION SYSTEMS ANALYST II
HENRY A. MARMOL 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 Palawan to attend learning event on HR Systems on November 9-11, 2022 and in Cebu to attend SFFI Conference on November 17-19, 2022.

In order to ensure continuous functioning and supervision of vital targets of the Division, OIC Planning Officer / Information Systems Analyst II Henry A. Marmol 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.


ERNESTO E. TAÑADA

Brgy. Payompon, Mamburao, Occidental Mindoro
Email address: msd_occndo@yahoo.com
Telephone number: 043-458-1103

Planning Officer / Information Systems Analyst II Henry A. Marmol is hereby designated as In-Charge, Office of the Management Services Division.

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

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

HENRY A. MARMOL
OIC Planning Officer / Information Systems Analyst II

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



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PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA

REGIONAL SPECIAL ORDER

No. 2022 - _____

SUBJECT : **DESIGNATION OF TO OIC, PENRO PLANNING OFFICER
INFORMATION SYSTEMS ANALYST II HENRY A.
MARMOL 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 Palawan to attend learning event on HR Systems on November 9-11, 2022 and to Cebu to attend SFFI Conference on November 17-19, 2022, OIC Planning Officer / Information Systems Analyst II Henry A. Marmol is hereby designated as In-Charge, Office of the Management Services Division.

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

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

HENRY A. MARMOL
OIC Planning Officer / Information Systems Analyst II

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 travels.
