## DOCUMENT TRACKING SLIP

**DENR-Oriental Mindoro** 

### 2209000143

Description: SUBJECT: REQUEST OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER) VENICE ANGELA D. VIROS FOR THE TRANSFER OF WORK STATION FROM CENRO ROXAS, ORIENTAL MINDORO TO DENR MIMAROPA REGIONAL OFFICE DATE: SEPTEMBER 5, 2022

Date Created: 09-05-2022:15:43

Originating Office: CENRO-Roxas-Admin

Date Received:	Date Released:	Action Taken:	
Office of the CENRO  Date: $ \frac{Q \zeta 22}{} $		Memo for signature or compo B	



# Republic of the Philippines Department of Environment and Natural Resources MIMAROPA Region

#### **Community Environment and Natural Resources Office**

September 05, 2022

#### MEMORANDUM

FOR

The In-charge, Office of the PENRO

Brgy. Suqui, Calapan City, Or. Mindoro

**FROM** 

The CENR Officer

SUBJECT

REQUEST OF ADMINISTRATIVE OFFICE I (RECORDS OFFICER) VENICE ANGELA D. VIROS FOR THE TRANSFER

OF WORK STATION FROM CENRO ROXAS, ORIENTAL

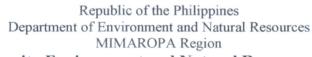
MINDORO TO DENR MIMAROPA REGIONAL OFFICE

Forwarded herewith is the request of our AO I (Records Officer) Venice Angela D. Viros to transfer of work station from CENRO Roxas, Oriental Mindoro to DENR MIMAROPA Regional Office.

For information and record.

ENGR. CAESAR E. QUEBEC

Tracking Number: 2209 000 145



# Community Environment and Natural Resources Office Camia St., San Mariano, Roxas, Oriental Mindoro

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Email: cenroroxasormindoro@denr.gov.ph

#### **MEMORANDUM**

FOR

The Regional Executive Director

THRU

The PENR Officer

Suqui, Calapan City, Oriental Mindoro

The CENR Officer

San Mariano, Roxas, Oriental Mindoro

FROM

Administrative Officer I (Records Officer)

DATE

September 1, 2022

SUBJECT

REQUEST FOR TRANSFER OF WORK STATION FROM

CENRO ROXAS, ORIENTAL MINDORO TO DENR

MIMAROPA REGIONAL OFFICE

This refers to my present work station at DENR CENRO Roxas, Oriental Mindoro. I am Venice Angela D. Viros, Administrative Officer I (Records Officer) under Planning, Management and Support Section of DENR CENRO Roxas, Oriental Mindoro.

Last October 2021, I was assaulted by a coworker who is a Superior Officer during office hours. The said incident emotionally and mentally draining me due to trauma. Also, this greatly aggravated my capacity to uphold the best quality of my work.

I have already filed a complaint to the Civil Service Commission for assistance and hoping that everything will be given due course.

At present, I am still exposed to bullying. This prompted me to think that in order to avoid any confrontation and to prevent the incident to happen again, I finally decided to write this request.

In this regard, I am requesting from your good office to allow me to transfer from my present work station to DENR MIMAROPA Regional Office in whatever capacity that I may be useful as Records Officer.

For information and consideration.

YENICD ANGELA D. VIROS