

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: <u>9/5/22</u>		Memo for signature of CENRO R



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: 2209000145



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

Community Environment and Natural Resources Office

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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.


VENICE ANGELA D. VIROS