



---

## Re: Request for Organizational Chart of the Agency's Planning and Research Unit

1 message

---

**MIMAROPA PSRDU** <psrdu@mimaropa.doh.gov.ph>  
To: DENR Mimaropa Region <mimaroparegion@denr.gov.ph>

Fri, Sep 1, 2023 at 4:55 PM

Good day! I hope this email finds you well. I wanted to touch base and inquire about the email sent a few weeks ago regarding a request for the **updated organizational chart of your agency's functional planning and/or research division**. I appreciate your time and attention to this matter, and please let me know if there's anything I can assist you with.

Sincerely yours,  
Karla Mae B. Guntayon  
Health Program Researcher

On Wed, Aug 16, 2023 at 3:46 PM DENR Mimaropa Region <mimaroparegion@denr.gov.ph> wrote:

Good day!

This is to acknowledge receipt of your email.  
Your concern was immediately forwarded to the Office of the Regional Executive Director for review and appropriate action

For other inquiries/follow-ups, you may reach them directly at their email address: [mimaroparegion@denr.gov.ph](mailto:mimaroparegion@denr.gov.ph)

Please also be informed that your concern has been assigned with Document Tracking Number E-2023-116128.

To track the status of your concern, please provide the number above for ease of reference.

Thank you and keep safe.

JEZETH MAE G. FADERO  
Mathematician Aide I  
Records Section - DENR MIMAROPA

On Wed, Aug 16, 2023 at 1:02 PM MIMAROPA PSRDU <psrdu@mimaropa.doh.gov.ph> wrote:

**RED. FELIX S. MIRASOL, JR., CESO IV**

Regional Executive Director  
DENR-MIMAROPA Regional Office  
3/F 1515 DENR by the Bay Bld.,  
Roxas Boulevard, Brgy. 668.,  
Ermita, Manila

Dear **Dir. Mirasol**:

Greetings,

The Department of Health (DOH) MIMAROPA Center for Health Development (CHD) - Health Planning Policy Development and Research Division (HPPDRD) is currently working on its Work Indicator of Staff Needs (WISN) which helps assess and determine the required number of staff based on the workload and service needs in HPPDRD. This is in line with revisiting the indicative staffing pattern of all CHDs of the DOH.

In light of our benchmarking efforts, we kindly request an **updated organizational chart of your agency's functional planning and research division/unit/section**. Moreover, we would greatly appreciate receiving the **complete roster of the planning unit plantilla positions to enhance our assessment**. We attached a sample matrix for your reference, and to ensure a smooth process, we request that you provide the information in electronic copy file(s) and kindly forward it to our email address: [psrdu@mimaropa.doh.gov.ph](mailto:psrdu@mimaropa.doh.gov.ph).

Should you have any queries or require further clarification, please feel free to reach out to **Ms. Karla Mae Guntayon and Mr. Bryn Bauzon** at the same email address provided above or through the phone numbers **0956-8675181** and **0906-4168632**, respectively.

Your cooperation in this matter would be immensely valuable to us, and we eagerly await your prompt reply. Thank you for your assistance.

Sincerely yours,

Sgd.  
**MARIO S. BAQUILOD, MD, MPH, CESO IV**  
Director IV  
DOH CHD MIMAROPA

--

**\*\*\*NOTE: Kindly Acknowledge once received. Thank You!**

**HEALTH PLANNING, POLICY DEVELOPMENT, AND RESEARCH DIVISION (HPPDRD)**  
**Department of Health Center for Health Development MIMAROPA**  
Quirino Memorial Medical Center Compound,  
Barangay Marilag, Project 4, Quezon City, Philippines, 1109  
[psrdu@mimaropa.doh.gov.ph](mailto:psrdu@mimaropa.doh.gov.ph)  
(02) 912-0195 local 434-435

**CONFIDENTIALITY NOTICE:**

*The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.*

--

**\*\*\*NOTE: Kindly Acknowledge once received. Thank You!**

**HEALTH PLANNING, POLICY DEVELOPMENT, AND RESEARCH DIVISION (HPPDRD)**  
**Department of Health Center for Health Development MIMAROPA**  
Quirino Memorial Medical Center Compound,  
Barangay Marilag, Project 4, Quezon City, Philippines, 1109  
[psrdu@mimaropa.doh.gov.ph](mailto:psrdu@mimaropa.doh.gov.ph)  
(02) 912-0195 local 434-435

**CONFIDENTIALITY NOTICE:**

*The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.*