



Republic of the Philippines
Department of Environment and Natural Resources
REGION IV- MIMAROPA
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

September 06, 2023

MEMORANDUM

FOR : The Assistant Regional Director for Management Services
MIMAROPA Region

FROM : The OIC- PENRO
Oriental Mindoro

SUBJECT : **INVITATION TO JOIN IN THE FULL TIME DELIVERY
UNIT MEETING OF DENR ORIENTAL MINDORO FOR
THE THIRD QUARTER CY 2023**

We are pleased to inform you that the DENR Oriental Mindoro will conduct a Full-time Delivery Unit (FDU) Meeting on September 7, 2023, from 9:00 o'clock in the morning onwards at PENRO Conference Room, Suqui, Calapan City, Oriental Mindoro to discuss the following agenda:

1. Status of Physical and Financial Performance;
2. Status of Cash Utilization;
3. Process Flow for the Procurement of Goods and Services;
4. Status of Implementation of Payment of Claims Monitoring System; and
5. Issues and Concerns.

Relatively, may we respectfully request for your presence via zoom (Meeting ID: 923 362 8065 & Passcode: DENROrMin).

Thank you very much for your kind consideration.

ALAN L. VALLE ✓

