



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

September 4, 2023

MEMORANDUM

FOR : The Regional Executive Director
1515 DENR by the Bay Building
Roxas Blvd., Brgy. 668, Ermita, Manila

THRU : The OIC, PENR Officer
DENR-PENRO, Mamburao, Occidental Mindoro

FROM : DMO IV
DENR-CENRO Sablayan, Occidental Mindoro

SUBJECT : **REQUEST FOR BUDGET ALLOCATION FOR MY ACCRUED
LEAVE CREDITS AS WELL AS TO BE RELIEVED AS GIS
SECTION CHIEF AND DEPUTY CENRO**

Please be informed that the undersigned shall avail of his mandatory retirement on January 25, 2024 after thirty five (35) years in the government service.

In this connection, may I respectfully request for a budget allocation for the payment of my accumulated leave credits and to be relieved from the duties and responsibilities as GIS Section Chief as well as Deputy CENRO in order to have ample time in securing Clearances as requirement for my retirement.

For your information and consideration, please.

For.  **ISAIAS A. GUIMOD**

Noted:


FOR. ANASTACIO A. SANTOS, MPA
CENR Officer