



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

August 9, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515 L & S Building, Roxas Boulevard
Ermita, Manila

THRU : The Assistant Regional Director
For Management Services Division

FROM : The Provincial Environment and
Natural Resources Officer
DENR-PENRO, Sta. Monica
Puerto Princesa City

SUBJECT : **3RD FDU MEETING OF DENR-PENRO, PALAWAN**

Please be informed that DENR-PENRO, Palawan will be having our 3rd FDU Meeting on August 10-11, 2023 and we are respectfully requesting for an inspirational message coming from you on the 1st day of the programmed activity.

For information.


FELIZARDO B. CAYATOC

PENRO PALAWAN
3RD FDU MEETING CUM MIDYEAR ASSESSMENT
PHYSICAL & FINANCIAL PERFORMANCE
FOR FY 2023
August 10-11, 2023 @ 8:00am; PENRO Training Hall

TIME	ACTIVITIES	RESPONSIBLE PERSON/S
August 10, 2023 (DAY 1) THURSDAY		
8:00 – 8:30	Attendance/Registration	
8:30 – 9:00	Opening Program: • Invocation • Pambansang Awit • DENR Hymn • Welcome Remarks	Video Video Video TSD Chief, Ronie B. Gandeza
9:00 – 9:30	Roll-Call of Attendance	Emcee/Secretariat
9:30 – 10:15	Message/ Introduction of the New RED	PENRO Felizardo B. Cayatoc
	INSPIRATIONAL MESSAGE	RED Felix L. Mirasol. Jr., CESO IV
10:15 – 12:00	Presentation of Physical & Financial Accomplishment as of June 2023	PO III, Laidz S. Talabucon
12:00 – 1:00	LUNCH BREAK Video Presentation (June Env. Month and PWRCC Profile	
1:00 – 3:00	Con't. Presentation of Physical & Financial Accomplishments as of June 2023	PO III, Laidz S. Talabucon
	Presentation of GEM Project Accomplishment	PASu El Nido Planning Officer - Coron
3:00 – 4:00	Orientation on Submission/Uploading of MOVs thru Google Drive	PO II, Myra S. Mapanao
4:00 – 5:00	PENROs Hour	PENRO Felizardo B. Cayatoc
5:00	END OF DAY 1 with Closing Prayer	

Meeting ID: 896 0803 3618
Passcode: 207444

PENRO PALAWAN
3RD FDU MEETING CUM MIDYEAR ASSESSMENT
PHYSICAL & FINANCIAL PERFORMANCE
FOR FY 2023
August 10-11, 2023 @ 8:00am; PENRO Training Hall

TIME	ACTIVITIES	RESPONSIBLE PERSON/S
August 11, 2023 (DAY 2) FRIDAY		
8:00 – 8:30	Attendance/Registration	
8:30 – 9:30	Roll-Call of Attendance Recapitulation of Yesterday's Activity	Secretariat
9:30 – 11:00	Presentation of 1 st Semester PAID Mandatory Expenses (Light, Water, etc.) by CENROs	Cashier, Juvy B. Sarmiento
11:00 – 12:00	1. Updates on the Procurement of Office Supplies for CY 2023 2. Process Flow 3. Requirements	Supply Officer, Donna J. Ocampo
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:00	Impressions/Feedback Messages	CENROs, DMOs and Representative
2:00 – 3:00	Ways Forward/Agreement	TSD Chief, Ronie B. Gandeza
3:00 – 3:30	Closing Message Closing Prayer	OIC-MSD Chief, Laidz S. Talabucon Video
3:30	HOMEWARD BOUND	
	THANK YOU and GOD BLESS EVERYONE!!!	

Meeting ID: 896 0803 3618
Passcode: 207444