



Republic of the Philippines  
Department of Health  
CENTER FOR HEALTH DEVELOPMENT  
MIMAROPA



August 8, 2023

**RED. FELIX S. MIRASOL, JR., CESO IV**  
Regional Executive Director  
DENR-MIMAROPA Regional Office  
3/F 1515 DENR by the Bay Bldg.,  
Roxas Boulevard, Brgy. 668.,  
Ermita Manila

Dear Dir. Mirasol,

Greetings,

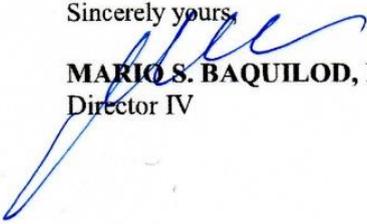
The Department of Health (DOH) MIMAROPA Center for Health Development (CHD) - Health Planning Policy Development and Research Division (HPPDRD) is currently working on its Work Indicator of Staff Needs (WISN) which helps assess and determine the required number of staff based on the workload and service 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 09064168632, 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,

  
**MARIO S. BAQUILOD, MD, MPH, CESO IV**  
Director IV 

*Kalusugan sa mga Isla, Kayamanan ng MIMAROPA*

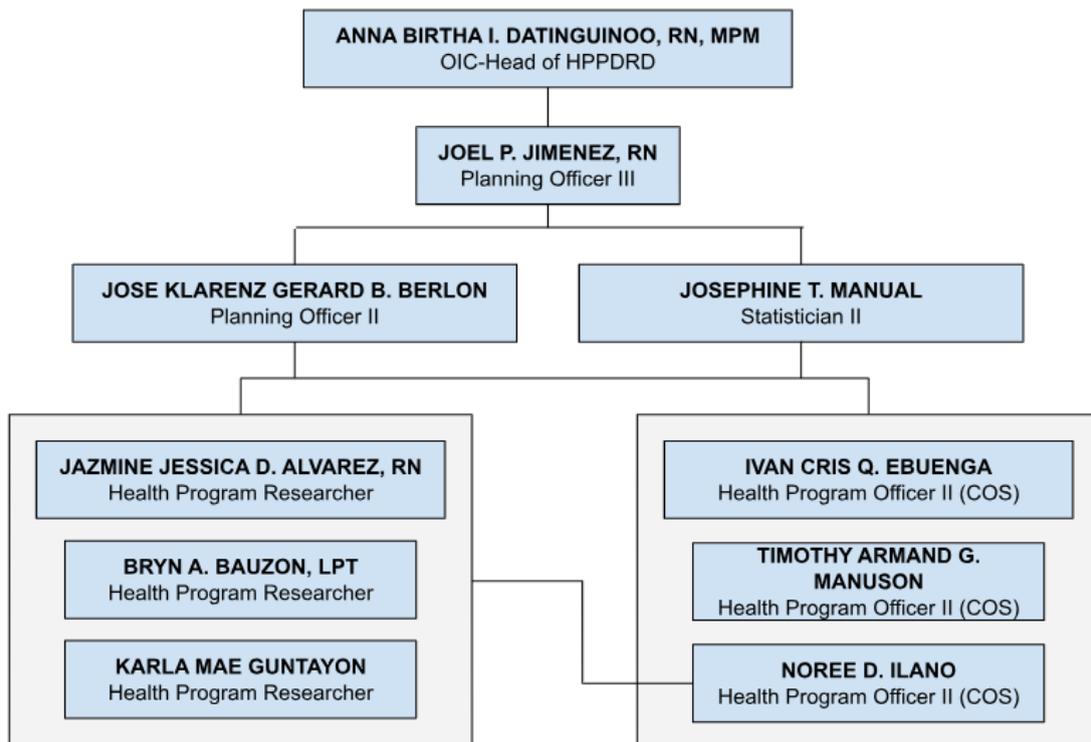


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Example:

**HEALTH PLANNING POLICY DEVELOPMENT AND RESEARCH DIVISION  
FUNCTIONAL ORGANIZATION CHART**



Contact details of point person for inquiry:

Name:

Position:

Contact details: