



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

September 27, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC, PENR Officer

SUBJECT : REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT IN DENR PENRO MARINDUQUE FOR THE 3RD QUARTER, C.Y. 2023

Please be informed that DENR PENRO Marinduque conducted repairs and maintenance of office equipment for the 3rd Quarter of C.Y. 2023, to wit:

Name of Office Equipment	Type of Repair and Maintenance	Date
3 units of split type and 3 units of window type aircon	Cleaning of air filter/screen	07/24/2023
1 unit of split type and 7 units of window type aircon	Cleaning of air filter/screen	07/27/2023
Printer, HP Office jet 7612	Repair/cleaning of printer head	08/03/2023
2 units of window type aircon	Cleaning of air filter/screen	08/08/2023

For information and record.


IMELDA M. DIAZ