



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
MIMAROPA Region
Bgy. Sta. Monica, Puerto Princesa City, Palawan
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December 1, 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 : **REQUEST FOR TEMPORARY DETAILMENT TO
PENRO PALAWAN OF ACCOUNTANT I, ANNY CLOVERIES
M. GABAYAN.**

This refers to the delayed payment of salaries, particularly the wages of personnel under Contract of Service (COS) and other obligations of the office to both internal and external creditors due to the current situation.

We are expecting a total NCA of 73M more or less for the month of December 2023;

The Detailed breakdown as follows:

Cash forwarded balance as of October 31, 2023	13,131,458.98
NCA for the month of November 2023	36,515,000.00
TOTAL	49,646,458.98
Less: Disbursement for the month of November 2023	20, 151, 447.89
Total Cash Balance as of November 30, 2023	29,495,011.09
Add: NCA for the month of December 2023	25,561,000.00
NTA for SWIS	8,910,000.00
A/P Request	10,027,505.00
TOTAL	73,993,516.09

As we approached the year-end, it has become evident that we are facing time constraints in processing and dispatching vouchers and we cannot afford to transport those anymore because there are still boxes of documents in her possession which has not yet been returned to Palawan for payment.

Base on Transmittal as of November 20, 2023:

September-October 2023	2,583,744.12
Job Order	
Supplier	
TEV	
Catering	
NGP	


Base on Transmittal as of November 23, 2023:

Remittance	8,495,667.33
Suppliers	
Catering	

Thus, there is a high likelihood that our cash flow may be reverted if we adhere to our current method of dispatching, which typically takes a considerable amount of time before returning to our possession and it is our burden that if she will only be allowed to travel for days only, we will definitely not be able to fully utilize the NCA for those stated months. Nonetheless, this Office understands that there are also other tasks assigned to her, hence the documents sent to her are not given the utmost priority.

In lieu of the foregoing circumstances, we are respectfully requesting your office to allow Accountant I, Anny Cloveries M. Gabayan be temporarily detailed to PENRO Palawan starting December 4, 2023 until the end of the month. Her presence in PENRO Palawan for the entire month is crucial since it will not only facilitate the timely processing of vouchers but also contribute to the overall efficiency of our financial operations. Further, her expertise will greatly contribute to the timely processing and increase of disbursements rate and preventing any potential reversion of a large amount of NCA for the above-stated months given that this is also the last quarter of FY 2023.

For consideration and approval.


FELIZARDO B. CAYATOC

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