



November 29, 2023

**MEMORANDUM**

**FOR :** The Regional Executive Director  
DENR MIMAROPA REGION

**THRU :** The Regional Human Resources Development Committee (RHRDC)

**FROM :** The OIC, Provincial Environment and Natural Resources Officer

**SUBJECT :** APPLICATION OF FORESTER I JELOMY H. MAHAYAG IN THE SCHOLARSHIP PROGRAM LEADING TO THE DEGREE OF PROFESSIONAL MASTERS IN TROPICAL MARINE ECOSYSTEMS MANAGEMENT PROGRAM OF UNIVERSITY OF THE PHILIPPINES- MARINE SCIENCE INSTITUTE (UP-MSI)

In compliance with the undated memorandum regarding the above cited subject, please be informed that this Office nominates Forester I/Information Officer Jelomy H. Mahayag, designated as Chief, Water Resources Permitting Unit of Regulation Permitting Section under the Technical Services Division of this Office to avail the Scholarship Program leading to the Degree of Professional Masters in Tropical Marine Ecosystems Management (PM-TMEM) Program of University of the Philippines- Marine Science Institute (UP-MSI).

The applicant is directly involved in permitting, monitoring, planning and implementing programs and activities of this Office.

Likewise, if she will be selected for the scholarship program, we assure that it will not affect the performance and operation of this Office.

Attached are the requirements of the applicant relative hereof.

For information and consideration.

 Digitally signed by Diaz Imelda Mendoza  
**IMELDA M. DIAZ**



November 29, 2023

## **CERTIFICATION**

In connection with the application of **Forester I JELOMY H. MAHAYAG** of the Department of Environment and Natural Resources, Provincial Environment and Natural Resources Office (DENR-PENRO), Boac, Marinduque to the Scholarship Program leading to the Degree of 9<sup>th</sup> Cycle of Professional Masters in Tropical Marine Ecosystem Management Program (PM-TMEM) of the University of the Philippine-Marine Science Institute (UP-MSI) for Academic Year 2024-2025, **Forester I Jelomy H. Mahayag** herein referred to as the applicant and **Gemma P. Delos Reyes** referred herein as the Management Services Division, certify that:

The applicant has No Pending Administrative or Criminal Case;

The applicant has No Pending Scholarship Nomination;

The applicant's IPCR ratings for the two (2) immediate rating periods were Very Satisfactory (VS); and

The applicant is physically and mentally fit to study.

This certification is being issued in compliance with the requirements set for applicants to the above scholarship program.

*Certified by:*

  
**GEMMA P. DELOS REYES**  
In-Charge, Management Services Division



November 29, 2023

**CERTIFICATION OF ACTUAL DUTIES AND  
RESPONSILITIES**

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that **JELOMY H. MAHAYAG**, Forester I/Information Officer, designated as Head, Water Resources Permitting Unit, Regulation Permitting Section under Technical Services Division of DENR-PENRO Marinduque, performs the following duties and responsibilities:

1. Assists in the application of Water Permit Application (WPA);
2. Conducts Inventory of water user in the Province of Marinduque;
3. Projects the alienable and disposable land using Geographic Information System (GIS);
4. Conducts Communication, education and public awareness (CEPA) about Gender and Development;
5. Conducts Communication, education and public awareness (CEPA) about policies and program of PENRO-Marinduque;
6. Assists PENRO Officer for the Talakayang Pangkalikasan ng DENR-Marinduque
7. Assists in the special celebration of PENRO-Marinduque
8. Facilitates IEC activities and Celebration of Special Events of the Office;
9. Prepares and distributes information materials;
10. Prepares exhibits to showcase ENR programs, projects and activities;
11. Member of Protected Area Suitability Assessment (PASA)-Marinduque;
12. Prepares press releases and reports on airing of local broadcast; and
13. Acts as one of the Technical Inspection Committee of the National Greening Program.
14. Monitoring of cutting of trees and inventory under the Forest Resource Permitting Unit

This certification is issued for whatever purpose it may serve her.  
Issued this 29<sup>th</sup> day of November 2023.

*Attested by:*

  
**GEMMA P. DELOS REYES**  
In-Charge, Management Services Division





November 29, 2023

## **CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that the undersigned will not withdraw the application to the **Masters in Tropical Marine Ecosystem Management (PM-TMEM)** once endorsed by my Head of Office and said application received by the Human Resource Development Committee.

  
**JELOMY H. MAHAYAG**  
*Applicant*

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

**Forester I/Information Officer**

- Duration: January 22, 20218 – present
- Position: Forester I/Information Officer
- Name of Office/Unit: Regulation Permitting Section
- Immediate Supervisor: Simeon R. Diaz
- Name of Agency/Organization and Location: Department of Environment and Natural Resources (DENR)-Marinduque

➤ **List of Accomplishments and Contributions (if any)**

- Assists in the application of Water Permit Application (WPA);
- Conducts Inventory of water user in the Province of Marinduque;
- Projects the alienable and disposable land using Geographic Information System (GIS);
- Conducts Communication, education and public awareness (CEPA) about Gender and Development;
- Conducts Communication, education and public awareness (CEPA) about policies and program of PENRO-Marinduque;
- Assists PENRO Officer for the Talakayang Pangkalikasan ng DENR-Marinduque
- Assists in the special celebration of PENRO-Marinduque
- Facilitates IEC activities and Celebration of Special Events of the Office;
- Prepares and distributes information materials;
- Prepares exhibits to showcase ENR programs, projects and activities;
- Member of Protected Area Suitability Assessment (PASA)-Marinduque;
- Prepares press releases and reports on airing of local broadcast; and
- Acts as one of the Technical Inspection Committee of the National Greening Program.
- Monitoring of cutting of trees and inventory under the Forest Resource Permitting Unit

➤ **Summary of Actual Duties**

- Responsible for the processing of Water Permit Application (WPA) and project the alienable and disposable land using Geographic Information System (GIS) and design/prepares and edit briefers, brochures, poster and other IEC materials of PENRO-Marinduque.

**Project Evaluation Officer**

- Duration: November 16, 2016 – December 31, 2017
- Position: Project Development Officer/Evaluation Officer
- Name of Office/Unit: DENR-Action Center
- Immediate Supervisor: Merlinda R. Manila
- Name of Agency/Organization and Location: Department of Environment and Natural Resources (DENR)-Central Office
- List of Accomplishments and Contributions (if any)

➤ Summary of Actual Duties

- Full time to respond to hotline calls through cellphone and hash tags
- Perform tracking/edats procedures all incoming/outgoing documents to determine status of complaints
- Prepare action sheet on all calls, complaint and queries as basis for further action
- Prepare/draft referral/memorandum letter for complaints received for review and signature
- Prepare/draft acknowledgement of complaints received for signature
- Assist in the filing of documents of acted/copy furnished documents
- Assist in the maintenance of has tag unit and computer supporting the hash tags
- Assist in the monitoring of complaints referred



**JEIMMY H. MARAYAG**

(Signature over Printed Name of Employee/Applicant)

Date: November 29, 2023





Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Boac, Marinduque

**SERVICE RECORD**

**Name:** **JELOMY** **H** **MAHAYAG**  
(Name) (M.I) (Surname)

(If married woman, also full maiden name)

**Birth:** **December 16, 1995** **Guinayangan, Quezon**  
(Date) (Place)

(Date herein should be checked from birth or  
baptismal Certificate or other reliable documents)

This is to certify that the employee named herein above actually rendered service as shown in the in the service records below  
each line which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned

Inclusive Date		RECORD OF APPOINTMENT			OFFICE			SEPARATION	
From To		Position/Designation			Entity or Division	Branch	L/V ABS w/o Pay	Date	Cause
		Position/Designation	Status	Salary/annum					
01/22/2018	12/31/2018	Forester I	Permanent	242,148.00/a	PENRO, Boac, M'duque		2 days	Apr. 17 May 15	Original Appointment
01/01/2019	12/31/2019	do	do	249,048.00/a	do		None		NBC# 575
01/01/2020	12/12/2020	do	do	267,792.00/a	do		None		NBC# 579
01/01/2021	12/21/2021	do	do	286,524.00/a	do		None		NBC # 584
12/22/2021	12/31/2021	do	do	289,932.00/a	do		None		Step Increment
01/01/2022	12/31/2022	do	do	308,676.00/a	do		None		NBC # 588
01/01/2023	present	do	do	327,408.00/a	do		None		NBC # 591
#####									
NOTE:		This is issued upon request of Ms. Mahayag for whatever legal purpose it may serve.							

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and in accordance with Circular No. 58, dated August 10, 1954 of the  
Government Service Insurance System

**CERTIFIED CORRECT:**

November 29, 2023  
Date

*Eden P. Palacios*  
**EDEN P. PALACIOS**  
Administrative Officer IV