



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

December 18, 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 BUILDING OF DENR**  
**PENRO MARINDUQUE FOR THE 4<sup>TH</sup> QUARTER, C.Y.**  
**2023**

Please be informed that the DENR PENRO Marinduque conducted repairs and maintenance of building for the 4<sup>th</sup> Quarter of C.Y. 2023, to wit:

Name of Building	Type of Repair and Maintenance	Date
PENRO Building	Repair/changed water faucet of comport room of the hostel.	10/12/2023
PENRO Building	Repair/ changed flexible hose of water faucet of hostel kitchen.	10/17/2023
PENRO Building	Repair/ changed flexible hose of toilet bowl of comport room at the ground floor.	10/25/2023

For information and record.

  
**IMELDA M. DIAZ**