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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 OFFICE  
EQUIPMENT IN DENR PENRO MARINDUQUE FOR  
THE 4<sup>TH</sup> QUARTER, C.Y. 2023**

Please be informed that DENR PENRO Marinduque conducted repairs and maintenance of office equipment for the 4th Quarter of C.Y. 2023, to wit:

Name of Office Equipment	Type of Repair and Maintenance	Date
1 unit of split type and 1 unit of window type aircon and 1 unit floor/box type 3 toner aircon	Repair/Cleaning	11/20/2023
5 units of split type aircon, 12 units of window type aircon and 2 units floor/box type aircon	Cleaning of filter	10/27/2023

For information and record.

  
**IMELDA M. DIAZ**