



February 10, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
1515 L & S Bldg., Roxas Blvd.,
Ermita, Manila

THRU : The Provincial Environment and
Natural Resources Officer

FROM : The OIC-Community Environment and
Natural Resources Officer

SUBJECT : **FOLLOW-UP OF AFFIRMATION OF RSO NO.109 SERIES OF
2022 DESIGNATING THE UNDERSIGNED AS OIC-CENRO
OF PUERTO PRINCESA CITY**

Please be informed that the undersigned has been performing the duties and responsibilities as OIC-CENRO of Puerto Princesa since June 15, 2021. However until today I have not received my Representation and Transportation Allowance (RATA) due to the absence of affirmation of my RSO by the office of the Secretary or its authorized representatives.

The following are the circumstances of my designation as OIC-CENRO of Puerto Princesa.

June 15, 2021 – RSO No. 330 Series of 2021 designating the undersigned as In-Charge, CENRO Puerto Princesa City, Palawan to ensure continuity of operations and delivery of services while OIC-CENRO Felizardo B. Cayatoc is on rehabilitation leave due to COVID 19. The order also states that it is automatically revoked upon the return of OIC-CENRO Felizardo B. Cayatoc.

CENRO Cayatoc reported back to duty as OIC-CENRO of Puerto Princesa on August 16, 2021, hence RSO No. 330 is deemed automatically revoked.

January 7, 2022, then OIC-CENRO Felizardo B. Cayatoc was designated as OIC-PENRO of Palawan and eventually got promoted to the position. After his re-assignment to PENRO Palawan, I again assumed as OIC-CENRO of Puerto Princesa City until to date.

South National Highway, Bgy. Sta. Monica, Puerto Princesa City

Email Address: cenropuertoprincesa@denr.gov.ph

Tel Fax No.: (048) 717-0702



February 11, 2022, Regional Executive Director Lormelyn E. Claudio issued a Memorandum to the PENRO re: Designation of Office- In-Charge of CENRO Puerto Princesa. This was followed by a Memorandum dated February 18, 2022 from OIC-PENRO Felizardo B. Cayatoc re: Designation of officer-in- charge of CENRO Puerto Princesa City.

March 01, 2022 – Reporting for duty as officer-in-charge, office the CENRO Puerto Princesa City.

April 22, 2022 – Regional Special Order No. 109 Series of 2022 re: Designation of Development Management Officer IV Pedro A. Velasco as Officer In-Charge of CENRO Puerto Princesa City.

June 21, 2022 – Special Order No. 2022-484 signed by Acting Secretary Jim O. Sampilna CESO I re: Affirmation of Regional Special Order No. 330 issued to DMO IV Pedro A. Velasco as Officer- In-Charge (OIC) CENR Officer of CENRO Puerto Princesa City, Palawan, DENR Region 4B.

In view of the above circumstances, the following questions need to be resolved to allow me to receive my RATA.

1. Is RSO No. 330 dated 15, June 2021 which was affirmed by Special Order No. 2022-484 still valid considering it was automatically revoked upon return of OIC-CENRO Cayatoc after his rehabilitation leave due to COVID 19?
2. Can RSO No. 109 Series of 2022 dated April 22, 2022 be affirmed considering that the RSO was issued during an election ban but there was no movement effected?

For consideration and guidance.


PEDRO A. VELASCO



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

REGIONAL SPECIAL ORDER

No. 390
Series of 2021

SEP 15 2021

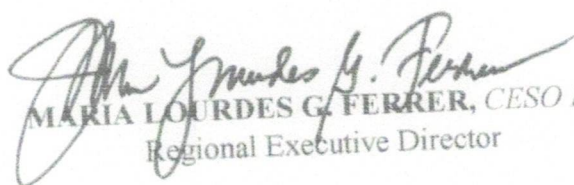
**SUBJECT: REASSIGNMENT OF DEVELOPMENT MANAGEMENT OFFICER IV
PEDRO A. VELASCO FROM CENRO CORON, PALAWAN TO CENRO
PUERTO PRINCESA CITY, PALAWAN**

In the interest of the service and to be able to provide him the opportunity to attend to his medical concerns, Development Management Officer IV Pedro A. Velasco is hereby reassigned from his mother unit CENRO Coron, Palawan to CENRO Puerto Princesa City, Palawan.

As such, he shall clear himself from all work, property and financial responsibilities in his present place of assignment before reporting to CENRO Puerto Princesa City.

He shall inform the undersigned, through channels, of his compliance with this Order for record purposes.

This Order takes effect immediately.


MARIA LOURDES G. FERRER, CESO III
Regional Executive Director

1515 L & S Building, Roxas Boulevard, Ermita, Manila
DENR VOIP (02) 8248-3367/8249-3367 loc 2701
Website: <http://mimaropa.denr.gov.ph/>
Email: mimaroparegion@denr.gov.ph



DENR PENRO
PALAWAN RECORDS
RECEIVED

BY: *[Signature]*
DATE: 02-16-2022 CN 22-174

MEMORANDUM

TO : THE OIC, PENRO PALAWAN
FROM : THE OIC, REGIONAL EXECUTIVE DIRECTOR
SUBJECT : DESIGNATION OF OFFICER-IN-CHARGE OF CENRO
PUERTO PRINCESA CITY
DATE : FEB 11 2022

In response to your memorandum dated 31 January 2022 on the above-captioned subject, please be informed that pursuant to the Manual of Authorities on Human Resources Development and Administrative Matters (DAO 2014-03), specifically on designation of PENR and CENR Officers for above 30 days, and up to 30 days, the authority rests to the Secretary of the Department and the Undersecretary for Field Operations, respectively.

Considering that there was no Special Order issued by the DENR Central Office designating the CENR Officer, Puerto Princesa City, it is the opinion of the undersigned that the pertinent provisions of Republic Act No. 7613, otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees*, particularly Section 5 (c) thereof shall apply, viz:

Section 5. Duties of Public Officials and Employees. - In the performance of their duties, all public officials and employees are under obligation to:

(c) Process documents and papers expeditiously. - All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer in charge shall sign for and in their behalf.

Furthermore, Item (1) of Section 5, Rule VI of the Implementing Rules and Regulations (IRR) of R.A. No. 6713 states that, "If there is only one official next-in-rank, he shall be automatically the signatory."

Foregoing considered, the holder of the next-in-rank item to the CENRO, Puerto Princesa City shall perform the duties and functions of the CENRO Puerto Princesa City.

For your information and guidance.

[Signature]
LORMELYN E. CLAUDIO, CESO IV



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
 PROVINCE OF PALAWAN
 Bgy. Sta. Monica, Puerto Princesa City, Palawan
 EMAIL : pcenro@denr.gov.ph
 Tel/Fax No. (048) 433-5638/ 434-8791

MEMORANDUM

TO : The Officer-In-Charge
 CENRO-Puerto Princesa City

FROM : The OIC-Provincial Environment and
 Natural Resources Officer
 Sta. Monica, Puerto Princesa City

SUBJECT : DESIGNATION OF OFFICER-IN-CHARGE OF CENRO
 PUERTO PRINCESA CITY

DATE : February 18, 2022

This has reference to the designation of Officer-In-Charge of CENRO-Puerto Princesa City.

Please be informed that upon the designation of the undersigned as the OIC-PENRO of Palawan, there was no Special Order issued as replacement of the CENR Officer of Puerto Princesa. That pursuant to the Manual of Authorities on Human Resources Development and Administrative Matters (DAO 2014-03), the authority to designate the PENR and CENR Officers for above 30 days, and up to 30 days, rests to the Secretary of the DENR and USEC for field Operations respectively. However, there was no Special Order issued designating the CENR Officer of Puerto Princesa.

In this case, the OIC-Regional Executive Director in memorandum dated February 11, 2022 (copy hereto attached), rendered her opinion citing pertinent provision of Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, particularly Section 5(c).

Section 5. Duties of Public Officials and Employees. - In the performance of their duties, all public officials and employees are under obligation to:

(c) Process documents and papers expeditiously. - All official papers and Documents must be processed and completed within a reasonable time from the Preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official Next in rank or officer in charge shall sign for and in their behalf.

Moreover, Item (1) of Section 5, Rule VI of the Implementing Rules and Regulations (IRR) of R.A. 6713 states that, "If there is only one official next-in-rank, he shall be automatically the signatory."

In view of the foregoing, and considering that DMOIV Pedro A. Velasco was reassigned from CENRO Coron to CENRO Puerto Princesa by virtue of Regional Special Order No. 390, dated September 15, 2021 (copy of RSO attached), now referred as the holder of the next-in-rank, he shall therefore be required to immediately assume the responsibility as Officer-In-Charge of CENRO Puerto Princesa, and inform the Regional Executive Director thru this office in writing, of his compliance for information and record purposes.

For strict compliance.

CF :

AND DONNA GORDOVE
 THE RED
 FILE

RECEIVED
 PALAWAN
 FEB 24 2022

FELIZARDO B. CAYATOC



REGIONAL SPECIAL ORDER

No. 109
Series of 2022

APR 22 2022

**SUBJECT: DESIGNATION OF DEVELOPMENT MANAGEMENT OFFICER IV
PEDRO A. VELASCO AS OFFICER-IN-CHARGE, CENRO PUERTO
PRINCESA CITY, PALAWAN**

In the interest of the service, and to ensure the smooth operations of CENRO Puerto Princesa City, Palawan and pursuant to Sec. 5 (c) of Republic Act No. 6713, Development Management Officer IV Pedro A. Velasco is hereby designated as Officer-In-Charge, CENRO Puerto Princesa City, Palawan.

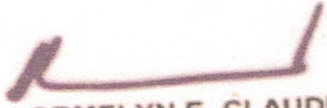
Mr. Velasco shall perform the duties and responsibilities attached to his designation and shall sign as follows:

PEDRO A. VELASCO
Development Management Officer IV
Officer-In-Charge, CENRO Puerto Princesa City, Palawan

Appurtenant to the designation, he is authorized to claim Representation and Transportation Allowance (RATA) and all other emoluments, subject to the usual accounting and auditing rules and regulations.

As such, he shall clear himself of all present work, property and financial accountabilities before reporting to his new assignment. He shall inform the undersigned in writing, through channels, of his compliance to this Order.

This Order takes effect immediately and revokes all previous orders and issuances inconsistent herewith. Likewise, it is automatically renewed for another 30 days or until such time that there is final action by the DENR Central Office on the request for affirmation to ensure continuity of work and responsibilities.


LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

JUN 21 2022

SPECIAL ORDER
No. 2022- 484

SUBJECT:

**AFFIRMATION OF REGIONAL SPECIAL ORDER
ISSUED TO DEVELOPMENT MANAGEMENT OFFICER
(DMO) IV PEDRO A. VELASCO AS OFFICER-IN-
CHARGE (OIC), CENR OFFICER OF CENRO PUERTO
PRINCESA CITY, PALAWAN, DENR REGION 4B**

In the interest of the service, the designation of DMO IV Pedro A. Velasco, as OIC CENR, Officer of CENRO Puerto Princesa City, Palawan, DENR Region IVB, issued by virtue of Regional Special Order No. 330 dated 15 June 2021 is hereby affirmed.

As such, he shall continue to act on documents and shall perform the duties and responsibilities appurtenant to his designation pursuant to the DENR Manual of Authorities. He shall be entitled to claim Representation and Transportation Allowance (RATA) and all other emoluments on reimbursable basis, subject to existing accounting and auditing rules and regulations.

He shall inform the undersigned in writing, through the Human Resource Development Service, of his compliance with this Order for record purposes.

This Order shall take effect immediately.

JIM E. SAMPULNA CESO I
Acting Secretary



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES



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