



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

February 21, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR – MIMAROPA Region

THRU : The Provincial Environment and
Natural Resources Officer

SUBJECT : REQUEST FOR THE APPROVAL TO ENROLL FOR THE 3RD
TRIMESTER CY 2023 OF CARTOGRAPHER I MILYSA M.
PALAPA

**DENR PENRO
PALAWAN RECORDS
RECEIVED**
BY:
DATE: 02-21-2023

Forwarded is the memorandum dated February 20, 2023 of **Cartographer I Milysa M. Palapa** regarding her request for the Approval to enroll for the 3rd Trimester CY 2023. She is currently taking up BS in Geodetic Engineering at the Holy Trinity University, Palawan and sends this request in compliance to the Regional Memorandum to seek approval of the RED/Head of Office before enrollment.

Attached is a copy of her previous Registration Form for the 2nd Trimester 2022-2023.

For your review, favorable consideration and approval.

PEDRO A. VELASCO
OIC - CENRO

**DENR MIMAROPA REGION
CENRO PUERTO PRINCESA
RELEASED**
NO: 171
DATE: 2-21-23
BY:



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
PUERTO PRINCESA

February 20, 2023

MEMORANDUM

TO : The Community Environment and
Natural Resources Officer
Brgy. Sta. Monica, Puerto Princesa City

FROM : MILYSA M. PALAPA
Cartographer I

SUBJECT : REQUEST FOR THE APPROVAL TO ENROLL FOR THE
3RD TRIMESTER CY 2023


DENR MIMAROPA REGION
CENTRO PUL
RECEIVED

DATE: FEB 20 2023
POSITION:
SIGNATURE:

This is to inform you that I am gratefully expressing my gratitude for the approval of my request for permission to study while working. This is to inform you that the 2nd Trimester 2022-2023 for the degree in Geodetic Engineering I am taking up at Holy Trinity University will be ending on the second week of March CY 2023.

In accordance with your memo of February 1, 2023, I humbly ask for permission to enroll for the third trimester of the academic year 2023 at the same university. I would be really grateful if you would take my request into consideration and provide me the opportunity to continue studying after office hours and on the weekends while I attempt to raise my academic standing. It is a fantastic opportunity to continue serving the public while continuing my degree, and having my current position is very significant and valuable. Attached is a copy of my current certificate of registration.

For his information and favorable consideration.


MILYSA M. PALAPA



HOLY TRINITY UNIVERSITY

PUERTO PRINCESA CITY, PALAWAN

STUDENT'S COPY
HOLY TRINITY UNIVERSITY
PUERTO PRINCESA CITY

REGISTRATION FORM REGISTRATION AND ASSESSMENT

Student No.: 2021300032
Student Name: PALAPA, MILYSA MANDAPON
Address:
Tel. No.:
Parent/Guardian:

School Year: 20222
Course: BS-GE
Year: 1
Status: CETDS-GE2021
Semester: 2ND TRIMESTER 2022-2023

SUBJECT CODE	DESCRIPTION	TIME	ROOM	DAYS	UNITS	PROFESSOR		
SUBJ. CODE	DESCRIPTION	SECTION	TIME	ROOM	DAYS	UNITS	FACULTY	SIGNATURE
ESCA 311GE	COMPUTER AIDED DRAFTING	BSGE 122			2	-		_____
ESBM 314	SAFETY MANAGEMENT	BSGE 122			THURS 1	-		_____
EDCT 105	CARTOGRAPHY	BSGE 222	1700-1900		THU 3	-		_____
EGGS 102	GENERAL SURVEYING 2	BSGE 222	0800-1420		SAT 4	-		_____
ESLO 107	GE LAWS, OBLIGATION AND	BSGE 222	1700-1920		MONDA 2	-		_____
						12.00 (5 Subject/s)		

TOTAL UNITS >>>

12

TUITION FEE	4,049.20			
ACTIVITY FEE	210.00	ID - STUDENT	60.00	
STUDENTS WELFARE	50.00	PRISAA	100.00	
RESEARCH FEE	200.00	TEST BOOKLET/TEST PAPER	300.00	
ORGANIZATION FEE/MEMBERSHIP	100.00	SCHOOL PAPER	135.00	
** OTHER FEES **				
DEV. FEE	335.00	ENERGY FEE (CLASSROOM)	500.00	
INTERNET FEE	405.00	LIBRARY FEE	255.00	
MEDICAL & DENTAL EXPENSES	50.00	ATHLETICS FEE	50.00	
GUIDANCE FEE	230.00	AUDIO-VISUAL FEE	100.00	
REGISTRATION FEE	220.00	EXTENSION SERVICE FEE	50.00	

TUITION AND OTHER FEES	7,204.20	DOWNPAYMENT	2,000.00
MISCELLANEOUS FEES	2,255.00	PRELIM (09/02/2022)	2,486.00
TOTAL FEES	9,459.20	MIDTERM (11/02/2022)	2,486.00
		FINAL (03/25/2023)	2,487.20

<<WCPIL, MARILYN M.>> Printed : 11/23/20

REGISTRATION NO : 00074167

PAID 2,000.00
OR NO. 259 398
DATE 11/24/22
RECEIVED BY: [Signature]
ENROLLED

This is not an Official Receipt. Always get an Official Receipt from the CASHIER for every payment you made. Refer to your STUDENT MANUAL regarding the school policy. Assessment of Fees are partly based on the Information you provided. Holy Trinity University reserves the right to reassess the account of Student whose records contain false or incorrect information.