



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial **E**nvironment and **N**atural Resources **O**ffice

February 20, 2023

**MEMORANDUM**

**FOR : The Regional Executive Director**  
**MIMAROPA Region**

**FROM : The OIC-PENR Officer**  
Calapan City, Oriental Mindoro

**SUBJECT : PROPOSED SCHEDULE OF ACTIVITIES FOR THE SCREENING**  
**AND SELECTION PROCESS IN ORIENTAL MINDORO**

Forwarded is the proposed schedule of activities for the screening and selection process for Accountant III position in the province of Oriental Mindoro.

For information and reference.

  
**ALAN L. VALLE**

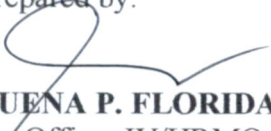




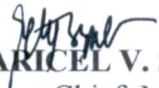
**PROPOSED SCHEDULE OF ACTIVITIES  
FOR THE SCREENING AND SELECTION PROCESS  
DENR-PENRO ORIENTAL MINDORO**

ACTIVITY	SCHEDULE	REMARKS
Posting of Notice of Vacant Positions	February 1, 2023	Finished
Preparation of General List of applicants	February 13, 2023	Finished
Initial Screening (PENRO HRMPSB Secretariat)	February 20, 2023	
Preparation of Candidates Evaluation Sheets (CES) and scanning of application documents	February 21, 2023	
Screening of applications with RHRMPSB Vice-Chairperson	February 23, 2023	
Preparation of final Candidates Evaluation Sheets (CES)	February 24, 2023	
Preparation and sending out letters of disqualification to concerned applicants	February 28, 2023	
Preparation and sending out notification of the schedule of examination and interview to qualified applicants	March 02, 2023	
Examination	March 06, 2023 (AM)	
Interview of Applicants (SG-15 & above)	March 06, 2023 (PM)	
Preparation of final Comprehensive Evaluation Results (CER)	March 08, 2023	
Preparation of Resolution Transmittal and other resolutions	March 09, 2023	
Final Deliberation	March 13, 2023	

Prepared by:

  
**BUENA P. FLORIDA**  
Admin Officer IV/HRMO II  
PHRMPSB Head Secretariat

Checked by:

  
**MARICEL V. SUPLEO**  
Chief, MSD

Noted by:

  
**ALAN L. VALLE**  
OIC- PENRO