



0-1102
Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

June 30, 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 MOTOR VEHICLES
IN DENR PENRO MARINDUQUE FOR THE 2ND
QUARTER, C.Y. 2023**

Please be informed that DENR PENRO Marinduque conducted repairs and maintenance of motor vehicles for the 2nd Quarter of C.Y. 2023, to wit:

| Motor Vehicle/Plate Number | Type of Repair and Maintenance | Date |
|----------------------------|-------------------------------------|----------|
| Isuzu 4x4 Pick-up/D1N022 | Changed oil and checked other parts | 06/20/23 |
| Isuzu Crosswind/CS4834 | Changed of Horn | 06/19/23 |

For information and record.


IMELDA M. DIAZ



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

June 30, 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 2ND QUARTER, C.Y.
2023**

Please be informed that the DENR PENRO Marinduque conducted repairs and maintenance of building for the 2nd Quarter of C.Y. 2023, to wit:

| Name of Building | Type of Repair and Maintenance | Date |
|------------------|--|----------|
| PENRO Building | Repair of roof leaks of DENR PENRO Marinduque building and Repair/Change of ceiling in the Office of the PENRO | 06/09/23 |
| | Minor repair of door hinge of PENRO hostel | 06/14/23 |

For information and record.


IMELDA M. DIAZ



0-1108
Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

June 30, 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 2ND QUARTER, C.Y. 2023**

Please be informed that DENR PENRO Marinduque conducted repairs and maintenance of office equipment for the 2nd Quarter of C.Y. 2023, to wit:

| Name of Office Equipment | Type of Repair and Maintenance | Date |
|--|--------------------------------|----------|
| 7 units of Split type, 9 units of Window type and 3 units of Floor type aircon | Cleaning of air filter/screen | 06/02/23 |
| Water Tank | Draining and cleaning | 06/10/23 |

For information and record.


IMELDA M. DIAZ