



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

May 30, 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
DENR MIMAROPA Region  
1515 DENR by the Bay Building, Roxas Blvd.,  
Brgy. 668, Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : REQUEST FOR ISSUANCE OF SPECIAL ORDER TO  
ACCOUNTANT III DONEBELLE S. MESINA AS IN-CHARGE,  
OFFICE OF THE MANAGEMENT SERVICES DIVISION

This Office would like to request for the issuance of a Special Order to Accountant III Donebelle S. Mesina as In-Charge Office of the Chief, Management Services Division while he is on official business from May 31, 2023 to June 4, 2023 in order to ensure continuous action on document referrals and supervision of vital targets in the division.

Attached is the excel format of summary of documents to be acted upon as In-Charge that will serve as reference of the Chief, MSD upon report to Office.

For information and issuance of corresponding Special Order.

For and in the Absence of OIC PENR Officer:

  
**ABE R. FRANCISCO**  
Chief, Management Services Division



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**SUMMARY OF DOCUMENTS ACTED UPON**

As In-Charge, Office of the Chief, Management Services Division  
May 24-26, 2023

DATE AS INCHARGE	DATE OF DOCUMENT	FROM/ORIGINATING OFFICE	SUBJECT	ACTION TAKEN (Acted/Referred to)
May 31, 2023				
June 1, 2023				
June 2, 2023				

Prepared and Certified Correct:

**DONEBELLE S. MESINA**  
Accountant III  
In-Charge, Office of the MSD