



CENRO Mamburao Multi-Purpose Cooperative
DENR Compound, Barangay Payompon
Mamburao, Occidental Mindoro

May 23, 2023

ERNESTO E. TANADA

OIC-PENR Officer
DENR-PENRO
Occidental Mindoro

Dear PENRO Tanada,

Greetings of peace and God's blessings!

The CENRO Mamburao Multi-Purpose Cooperative (CMMPC) will be having a Lakbay-Aral in relation to the CDA findings as a result of the semestral inspection that they are conducting. This activity was recommended by the CDA to utilize the account under the Community Development Fund. It has been several years already since the members and officials of this cooperative had a Lakbay-Aral and we are taking this opportunity to visit the chosen cooperative which has remarkable achievements and noble success in their operation and existence.

With this, we would like to humbly request for your permission to allow the personnel from your office who are officials and members of the CMMPC to join this undertaking as they play crucial roles in the present operation of our very own CENRO Mamburao Multi-Purpose. Their presence will be significant as we are confident that they will partake all the learnings they will obtain during the activity.

We will be visiting the Bacoar City Employees Multi-Purpose Cooperative located at Bacoar City, Cavite on May 26-28, 2023. Hence, we are requesting your permission to allow your personnel on May 26, 2023 which falls on a Friday.

We hope that this request will be given consideration in spirit of cooperation and cooperativism and as provided in R.A. 9520, Chapter 3, Article 27, "(3) Any government employee or official may, in the discharge of his/her duties as a member in the cooperative, be allowed by the end of office concerned to use office time for attendance at the general assembly, board and committee meetings of cooperatives as well as cooperative seminars, conferences, workshops, technical meetings, and training courses locally or abroad: Provided, that the operations of the office concerned are not adversely affected. We would also be glad to hear from you any comments and suggestions that will contribute to the greater success of our cooperative.

Thank you and more power.

Very truly yours,


CELSO B. ALMAZAN
CMMPC Chairperson

