



Republic of the Philippines
Department of Environment and Natural Resources
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA

May 24, 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 : **JUSTIFICATION FOR THE RECOMMENDATION OF
CERTAIN PERMANENT PERSONNEL TO HOLD A 2ND
LEVEL DESIGNATION IN CENRO SAN JOSE**

Respectfully forwarding is the Memorandum dated May 17, 2023 of CENRO Efren L. Delos Reyes regarding the Justification for the recommendation of Forest Technician I Ronnele T. Esteves to act as Office Supply/Property Officer and Authorized Inspection Officer of CENRO San Jose, Occidental Mindoro.

For information and consideration.


ERNESTO E. TAÑADA



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

MAY 17 2023

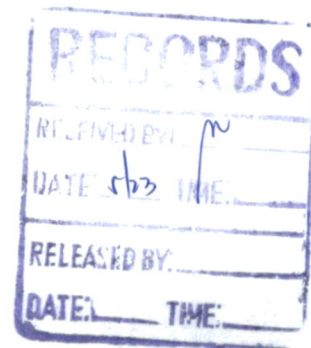
MEMORANDUM

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

THRU : The OIC, PENR Officer
Mamburao, Occidental Mindoro

FROM : The CENR Officer

SUBJECT : JUSTIFICATION FOR THE RECOMMENDATION OF
CERTAIN PERMANENT PERSONNEL TO HOLD A 2ND LEVEL
DESIGNATION



This pertains to our Memorandum dated April 19, 2023 recommending Forest Technician I Ronnele T. Esteves to act as this Office's Supply/Property Officer and Authorized Inspection Officer. Please be informed of the necessity for the action due to the following reasons:

1. **Movement of staff.** The Credit Officer which is also the designated Supply/Property Officer (Authorized Inspection Officer) was recently promoted and transferred to another office. The vacancy of the position is not yet posted.
2. **Absence of plantilla position.** Administrative and Personnel plantilla positions are assigned at the PENRO level and the CENR Office only designates the performance of administrative functions such as Supply and Property.
3. **Lack of manpower.** There is a gap in permanent manpower vis-à-vis workload of the Office, as reflected by our personnel performing several designations and the assignment of 30% (6) of our 2nd-level plantilla positions to other offices of the province. While 55% (11) are reporting at CENRO San Jose, these positions are all field based. The remaining 15% (3) are not yet filled up.
4. **Long-term Plan.** FT II Esteves has recently attended the Pollution Control Officer (PCO) seminar and is the Alternate PCO of CENRO San Jose. This is relevant and connected to his functions if he is designated as a Supply/Property Officer.

However, if the aforementioned justification does not merit your approval, this Office is respectfully requesting for the duly designated Supply Officer I of the PENR Office to act on the Supply/Property and Inspection requirements of CENRO San Jose.

For your favorable consideration.

EFREN L. DELOS REYES

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