



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

November 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 : REQUEST FOR BUDGET ALLOCATION FOR ACCRUED
LEAVE CREDITS AS WELL AS TO BE RELIEVED AS
CONSERVATION AND DEVELOPMENT STAFF

Forwarded herewith is the request of Forester II Merlie O. Barrera regarding the above mentioned subject. The undersigned will have her optional retirement on December 31, 2023.

For information and consideration.

For and in the Absence of the PENR Officer:


ROMUALDO S. TRIA
LMO III / Chief, MES



Republic of the Philippines

Department of Environment and Natural Resources

MIMAROPA Region

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

November 13, 2023

MEMORANDUM

FOR : The Regional Executive Director
1515 DENR by the Bay Building
Roxas Blvd., Bgry. 666, Ermita, Manila

THRU : The OIC, PENR Officer
PENRO Occidental Mindoro
Mamburao, Occidental Mindoro

FROM : Forester 11 Merlie O. Barrera

SUBJECT : REQUEST FOR BUDGET ALLOCATION FOR MY
ACCRUED LEAVE CREDITS AS WELL AS TO BE
RELIEVED AS CONSERVATION AND
DEVELOPMENT SECTION STAFF.


Please be informed that the undersigned will avail her optional retirement on December 31, 2023 after forty (40) years in the government service.

Relative hereto, may I respectfully request for the budget allocation of my accumulated leave credits and to be relieved from the duties and responsibilities as Conservation and Development Section staff of this office in order to have ample time in securing required clearances for retirement.

For information and consideration.


MERLIE O. BARRERA

NOTED:


FOR. ANASTACIO A. SANTOS, MPA
CENR Officer