



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

Annex A

November 3, 2023

MEMORANDUM

FOR/TO : Planning Officer III /PASu Arlene V. Francisco
CENRO Sablayan, Occidental Mindoro
Sablayan, Occidental Mindoro

FROM : The Administrative Officer IV (HRMO II)

SUBJECT : Application for Vacant Position

This refers to your application for the position of Supervising Ecosystems Management Specialist with Item No. OSEC-DENRB-SVEMS-75-2014 under the DENR PENRO Occidental Mindoro – Technical Services Division.

Anent the above, we regret to inform you that based on the evaluation of the DENR MIMAROPA Human Resource Merit Promotion and Selection Board (HRMPSB) on October 25, 2023, you are not qualified for promotion pursuant to Section 97 of the ORAOHRA, which rules out the promotion of an employee to a position which is more than three (3) salary grade, pay or job grades higher than the employees present position. Likewise, further review of the Board of your credentials showed that you have not met the exemptions stated therein.

However, in view of the request of the end-users to allow to take the examination and undergo interview those who are not qualified for promotion in view of Section 97 but have met the minimum qualifications, kindly inform the PENRO HRMPSB Secretariat if you intend to do so. The examination and interview is scheduled on November 7, 2023 and November 13, 2023, respectively.

Please be informed that the Board maintains that taking the examination and undergoing the interview processes do not make you qualify for promotion. As previously stated, this action by the Board, i.e., allowing you to take the exam and undergo interview, was to accommodate the end-users' request.

For information and guidance.


VON ERIKA S. CAUSAPIN