



October 31, 2023

MEMORANDUM

FOR : **The OIC, Regional Executive Director**
DENR-MIMAROPA Region

THRU : **The Assistant Regional Director for Management Services**


FROM : **The OIC, PENR Officer**

SUBJECT : **REPORT ON THE IMPROVEMENT OF MATERIALS RECOVERY FACILITY (MRF)**

Forwarded is the Report on the Improvement of Materials Recovery Facility (MRF) of DENR PENRO Marinduque.

Attached are before, during and after photos of the MRF.

For information and record.


Digitally signed
by Diaz
Imelda
Mendoza
IMELDA M. DIAZ
eff.

"The original of this document is in digital format"

Certified By:


EDEN P. PALACIOS
ADMINISTRATIVE OFFICER IV

Capitol Compound, Barangay Bangbangalon, Boac, Marinduque
Telephone Nos.: (042) 332-1490/(042) 332-0727/(042) 332-0927/(042) 332-1913
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Email: penromarinduque@denr.gov.ph

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Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

October 31, 2023

MEMORANDUM

FOR : **The OIC, Regional Executive Director**
DENR-MIMAROPA Region

THRU : **The Assistant Regional Director for Management Services**

FROM : **The OIC, PENR Officer**

SUBJECT : **REPORT ON THE IMPROVEMENT OF MATERIALS**
RECOVERY FACILITY (MRF)

Forwarded is the Report on the Improvement of Materials Recovery Facility (MRF) of DENR PENRO Marinduque.

Attached are before, during and after photos of the MRF.

For information and record.

IMELDA M. DIAZ



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

October 31, 2023

MEMORANDUM

FOR : THE OIC - PENR OFFICER

THRU : THE IN-CHARGE, MANAGEMENT SERVICES DIVISION

ATTENTION : THE IN-CHARGE, PLANNING SECTION

FROM : THE ADMINISTRATIVE OFFICER I

SUBJECT : REPORT ON THE IMPROVEMENT OF MATERIALS RECOVERY FACILITY (MRF)

Handwritten signature and date: 10/31/23

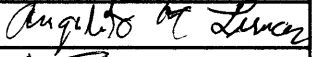

Please be informed that the improvement of Materials Recovery Facility (MRF) of DENR PENRO Marinduque at Bangbangalon, Boac, Marinduque was completed in accordance with approved design thru procurement of materials and pakyaw labor and using sliced lumber from turned-over trees by DPWH.

Attached are before and after photos of the Materials Recovery Facility (MRF).

For informationa and record

Handwritten signature of Niolo L. Alcober
NILO L. ALCOBER

Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Boac, Marinduque


CONTRACT OF LABORERS							
	NAME	DESIGNATION	RATE/DAY	PERIOD OF EMPLOYMENT	FUNDING/ CHARGES	ASSIGNMENT	ACKNOWLEDGE
1	Angelito Lunar	Laborer	500.00	Oct. 23 to 27, 2023	MRF	Brgy. Bangbanganon, Boac	
2	Jaime Quimora	Laborer	500.00	Oct. 23 to 27, 2023	MRF	Brgy. Bangbanganon, Boac	

The said job order shall automatically cease upon its expiration as stimulated above unless renewed. However, services of any or all of the above named can be terminated prior to the expiration of this Job Order or when their services are no longer needed. The above names hereby attest that he/she is not related within the third degree (fourth degree in case of LGU's) of consanguinity or affinity to the 1. Hiring authority and/or 2. Representative of the hiring agency, that he/she has not been previously dismissed from the government service by reason of an administrative offense that he/she has not already reached the compulsory retirement age of sixty-five (65). Furthermore, the service rendered here under is not considered or will never be accredited as government service.

Prepared and Certified as the existence of
Appropriation/obligation


NILO L. ALCOVER
Administrative Officer I (Supply Officer I)

Recommending Approval:


EDEN P. PALACIOS
Administrative Officer IV (HRMO II)

Approved by:








GEMMA P. DELOS REYES
In-Charge Management Services Division


IMELDA M. DIAZ
OIC, PENR Officer

DAILY WAGE PAYROLL

For the period October 23 to 27, 2023 in the establishment of Material Recovery Facility (MRF)

Located at Brgy. Bangbangalon, Boac, Marinduque

Name	Designation	# of Days Worked	Rate per Day	Gross	DEDUCTIONS			Net Amount	Signature or Thumbmark	COMMUNITY TAX CERTIFICATE		
					hrs	min	amt			Number	Date	Place of Issue
1 Angelito Lunar	Laborer	5	500.00	2,500.00				2,500.00		06741746	10/26/2023	Bangbangalon, Boac
2 Jaime Quimora	Laborer	5	500.00	2,500.00				2,500.00		06741747	10/26/2023	Bangbangalon, Boac
Each person whose name appears on this roll hand rendered services for the time state above.									Approved for payment:		Each person whose name appears on the opposite his name after identifying him.	
 EDEN P. PALACIOS Administrative Officer IV (HRMO II)					 GEMMA P. DE LOS REYES In-Charge Management Services Division				 IMELDA M. DIAZ OIC, PENR Officer		 NILO L. ALCOBER Administrative Officer I (Supply Officer)	

DAILY TIME RECORD

JANE QUMORA
(Name)

For the month of OCTOBER
 Official hours for arrival (Regular days)
 and departure (Saturdays)

Day	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23	7:00	11:00	12:00	4:00		
24	7:00	11:00	12:00	4:00		
25	7:00	11:00	12:00	4:00		
26	7:00	11:00	12:00	4:00		
27	7:00	11:00	12:00	4:00		
28						
29						
30						
31						
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

Verified as to the prescribed office hours.

VANDA F48



4806519191200

In-Charge

(See Instruction on back)

DAILY TIME RECORD

ANGELITO LUNAR
(Name)

For the month of OCTOBER

Official hours for arrival (Regular days) and departure (Saturdays)

Day	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
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25	7:00	11:00	12:00	4:00		
26	7:00	11:00	12:00	4:00		
27	7:00	11:00	12:00	4:00		
28						
29						
30						
31						
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

Angelito M. Lunar

Verified as to the prescribed office hours.

VANDA F48



48065191191200

In-Charge

(See instruction on back)

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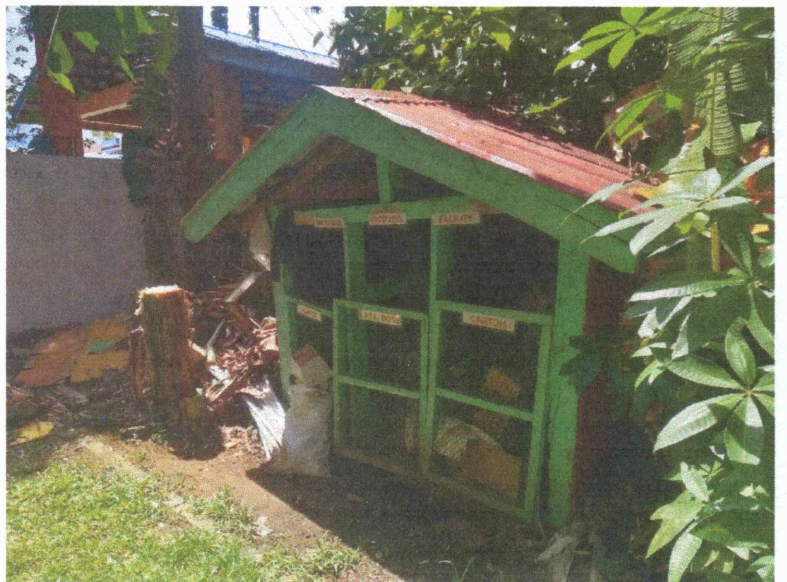
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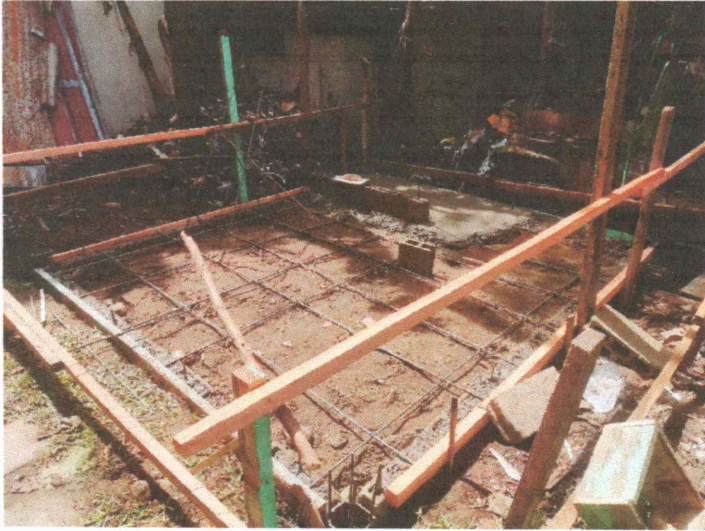
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Pictures of the old Materials Recovery Facility (MRF)



Photos taken during the Improvement of Materials
Recovery Facility (MRF) - Pakyaw/Labor



On-going improvement of the MRF – Pakyaw Labor

Using sliced lumber from turned-over trees by the Department of Public Works and Highways (DPWH)





Photos of the completed improvement of the MRF
using sliced lumber from turned-over trees by the Department of Public Works and Highways (DPWH)

