



Republic of the Philippines  
Department of Environment and Natural Resources  
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September 12, 2023

MEMORANDUM

FOR : **THE CHIEF**  
Accounting Division  
R4- Mimaropa

FROM : **THE OIC-CHIEF**, Records Management Division and  
**CONCURRENT CHAIRPERSON**, TWG and Secretariat  
Project H.O.P.E

SUBJECT : **REQUEST FOR INDIVIDUAL CERTIFICATE OF PAYMENT  
AND REMITTANCES**

This refers to the DENR Project HOPE awarding of units through raffle held in June 2018. Awardees who signed a Contract to Sell with five (5) years term of payment and started their deduction in August 2018 would have their last payment in July 2023.

In line with this, the undersigned respectfully requests to stop the salary deduction of the awardees mentioned below:

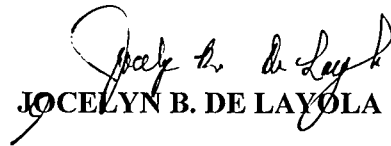
- |                             |                                 |
|-----------------------------|---------------------------------|
| 1. Abcede, Jeremy C.        | 14. Moreno, Leizel F.           |
| 2. Baggay, Haydee M.        | 15. Pasiona, Christine Grace N. |
| 3. Bagunas, Maribeth M.     | 16. Sario, Maria Victoria       |
| 4. Bayangan, Tranquilino F. | 17. Tamayo, Gemarie A.          |
| 5. Bruan, Marlon G.         | 18. Tanguilig, Julie N.         |
| 6. Crespo, Angelikka B.     | 19. Tarrosa, Edna A.            |
| 7. De Guzman, Winston A.    | 20. Torio, Minerva F.           |
| 8. Hernandez, Thelmo S.     | 21. Torrado, Diosdado D.        |
| 9. Hulleza, Rhamell A.      | 22. Tuazon, Kareen S.           |
| 10. Jucutan, Mary Grace V.  | 23. Tuyan, Michelle B.          |
| 11. Lamigo, Malco P.        | 24. Vasquez, Ricardo Jr.        |
| 12. Macarandang, Miner M.   | 25. Yoo, Elna Y.                |
| 13. Melchor, Mark joseph P. |                                 |

Please note that the attached list is tentative and subject for verification once your Office submitted their Certificate of Payment from August 2018 up to July 2023 as one of the requirements on the preparation of Deed of Sale.

In case the concerned personnel have no deduction, may we request for a Certificate of No Payment.

For your information and appropriate action.

Thank you.

  
JOCELYN B. DE LAYOLA