



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**  
**REGIONAL OFFICE NO. IV-B**  
NATIONAL GOVERNMENT SECTOR – CLUSTER 8  
DENR MIMAROPA Regional Office  
1515 L&S Building, Roxas Blvd., Ermita, Manila

**Office of the Auditor – Audit Team No. R4B-NGAS 8 Team-02**

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September 19, 2023

**For DIR. FELIX S. MIRASOL, JR.**  
Regional Executive Director  
DENR MIMAROPA Regional Office  
Roxas Blvd., Ermita, Manila

**Attention: Ms. DONNA MAYOR-GORDOVE**  
Assistant Regional Director for Management Services/ Gender  
and Development (GAD) Focal Person

**Ms. MA. CRISTINA C. RENDORIO**  
Chief, Personnel Section

**Ms. MADONA P. CORADO**  
Senior Citizens and Persons With Disability (SCPWD) Focal  
Person

**Mr. JYFERSON A. VILLAPA**  
Youth Development Plan (YDP) Focal Person

Dear **Director Mirasol:**

In connection with the Calendar Year (CY) 2023 compliance audit of that agency, we would like to request assistance in filling out the templates on the following matters:

1. Status of Plantilla of Personnel

*Table 1*

Office/Division/ Section/ Unit	Number of Unfilled Plantilla Positions	Number of Casuals, Job Orders, Contractuals and Consultants Hired
Office of the Regional Executive Director		
Office of the Assistant Regional Director for Management Services		

Office of the Assistant Regional Director for Technical Services		
Divisions		
• Sections/ Units (present separately)		
(and so on)		
<b>TOTAL</b>		

*\*As of August 31, 2023*

## 2. GAD Activities

*Table 2 – Planned GAD Activities:*

Planned GAD Activities	Budgeted Amount
<b>Total</b>	

*\*Total Budgeted amount should equal CY 2023 GAD Plan and Budget.*

*Table 3 – Completed GAD Activities:*

Completed GAD Activities	Actual Amount Expended	DV No./ ADA No.
<b>Total</b>		

*\*Cut-off: August 31, 2023*

## 3. Senior Citizens (SC) and Persons with Disability (PWD) Activities

*Table 4 – Planned SC and PWD Activities:*

Planned SCPWD Activities	Budgeted Amount
<b>Total</b>	

*\*Total Budgeted amount should equal CY 2023 SCPD Plans and Programs.*

*Table 5 – Completed SC and PWD Activities:*

Completed SCPWD Activities	Actual Amount Expended	DV No.
<b>Total</b>		

*\*Cut-off: August 31, 2023*

4. Youth Development Plan (YDP) and Activities

*Table 6 – Youth Development Plan*

Planned YDP Activities	Budgeted Amount
<b>Total</b>	

*Table 7 – Completed Activities for YDP*

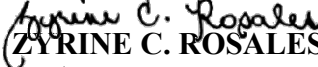
Completed YDP Activities	Actual Amount Expended	DV No.
<b>Total</b>		

In addition, we would like to request copies of the following documents:

1. GAD Plan and Budget for CY 2023
2. GAD Plans and Programs for CY 2023
3. Youth Development Plan and Budget for CY 2023

Your preferential response within five (5) working days upon receipt hereof will be greatly appreciated. Thank you.

Very truly yours,

  
**ZYRINE C. ROSALES**  
State Auditor III  
OIC – Audit Team Leader