

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN MIMAROPA REGION

MIMAROPA REGION



Provincial Environment and Natural Resources Office

July 29, 2024

MEMORANDUM

FOR

The Regional Executive Director

MIMAROPA Region

THRU

The Assistant Regional Director

Management Services

FROM

The OIC, PENRO

Calapan City

SUBJECT

REPORT OF THE ACTIVITIES UNDERTAKEN BY THE GENERAL SERVICES UNIT (GSU) OF PENRO ORIENTAL MINDORO COVERING THE PERIOD OF JULY, 2024

Respectfully forwarding herewith are the documentation reports of the Chief, GSU and photo documentations during the undertaking of the activities covering the period of July, 2024.

Hereunder are the attached reports:

- 1. Repair and Maintenance of vehicles;
- 2. Generator Set Report;
- 3. Waste Materials Report; and
- 4. Repair and Maintenance of Buildings and equipment

For reference.

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN

MIMAROPA REGION



Provincial Environment and Natural Resources Office

July 26, 2024

MEMORANDUM

FOR

The OIC, PENRO

Calapan City

THRU

The Chief, Management Services Division

FROM

The Chief, GSU

PENRO - Calapan City

SUBJECT

REPORT ON THE REPAIR AND MAINTENANCE OF

SERVICE VEHICLES AT PENRO ORIENTAL MINDORO

Please be informed that this Office thru the initiative of our service maintenance/mechanic has replaced defective and installed vehicle horn at Mitsubishi Strada Pick-Up bearing Plate No. SHR 849 covering the period of July, 2024.

Replacement of compressor for air-conditioning unit of Toyota Hilux bearing Plate No. SKP 779 were conducted at the repair shop and replacement of tires at Isuzu D-Max bearing Plate No. D2K 352 were also conducted.

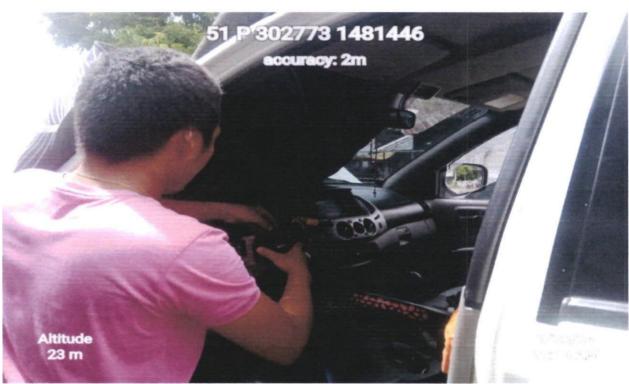
Service Maintenance was also conducted by our Driver/Mechanic in our service vehicles.

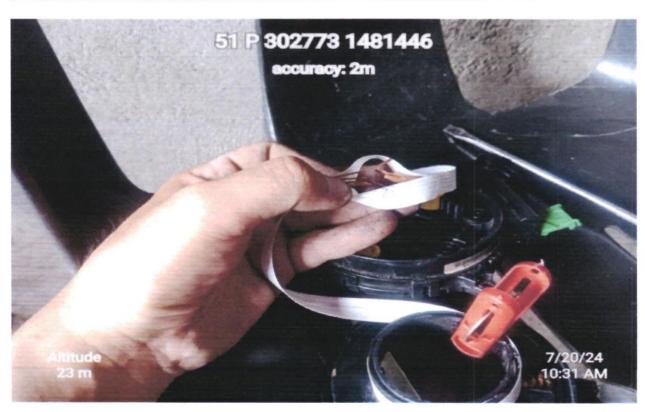
Attached are photo documentations taken during the undertaking of service maintenance. Waste materials that has been replaced and surrendered to Property for proper recording and reporting.

For reference.

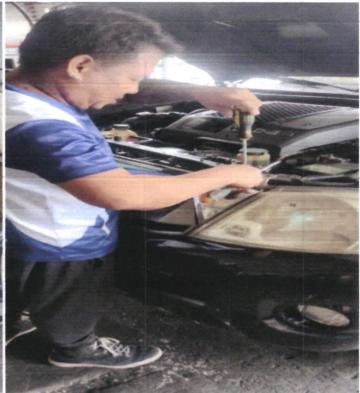


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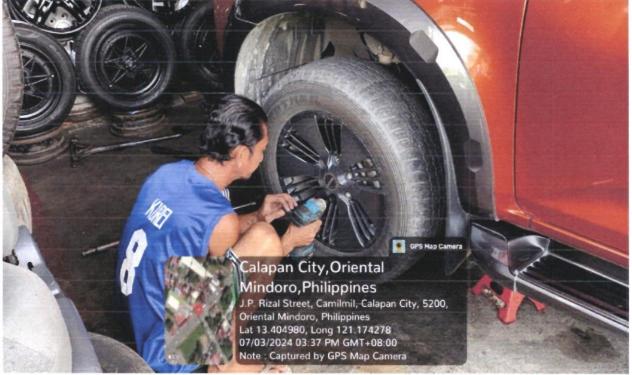


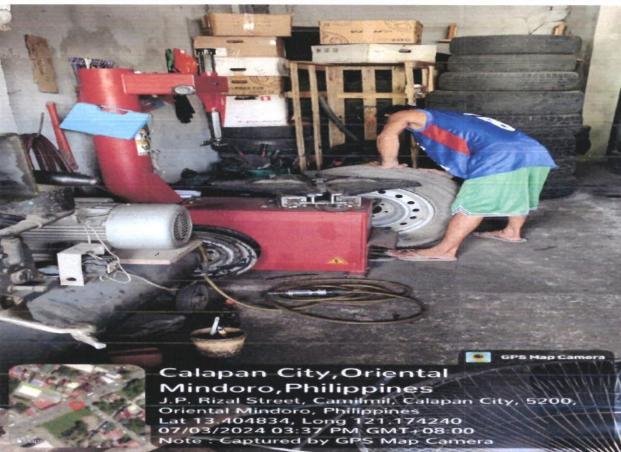


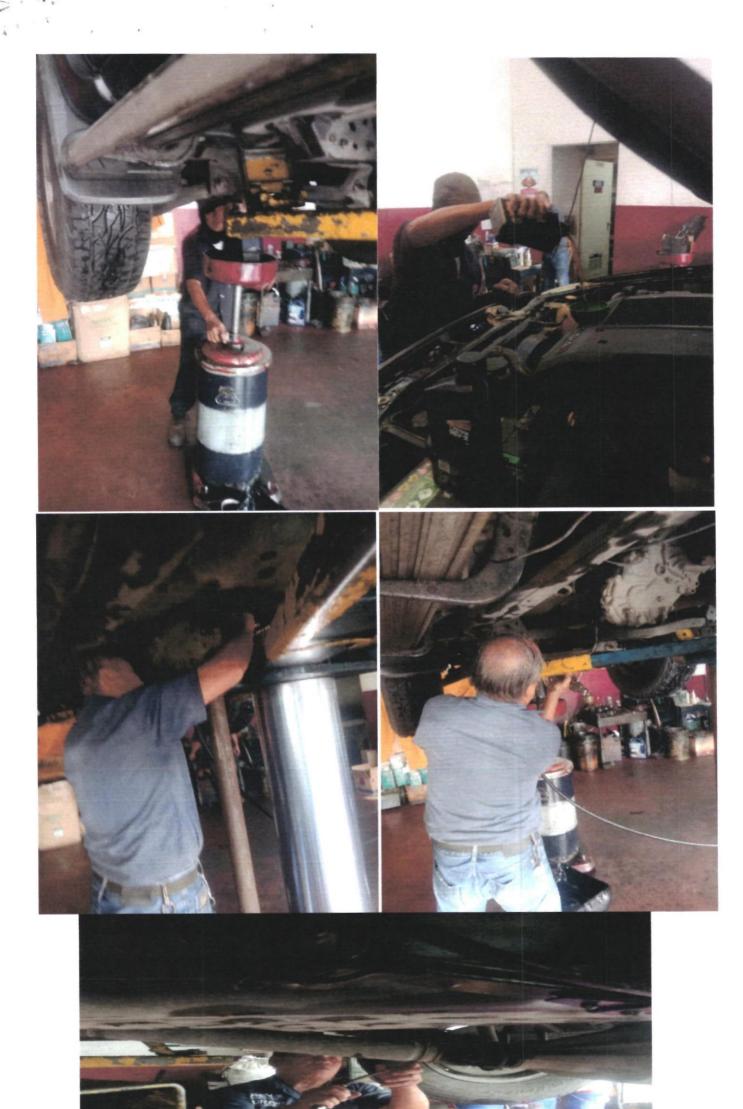














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MIMAROPA REGION





July 26, 2024

MEMORANDUM

FOR

The OIC, PENRO

Calapan City

THRU

The Chief, Management Services Division

FROM

The Chief, GSU

PENRO - Calapan City

SUBJECT

REPORT ON THE REPAIR AND MAINTENANCE OF

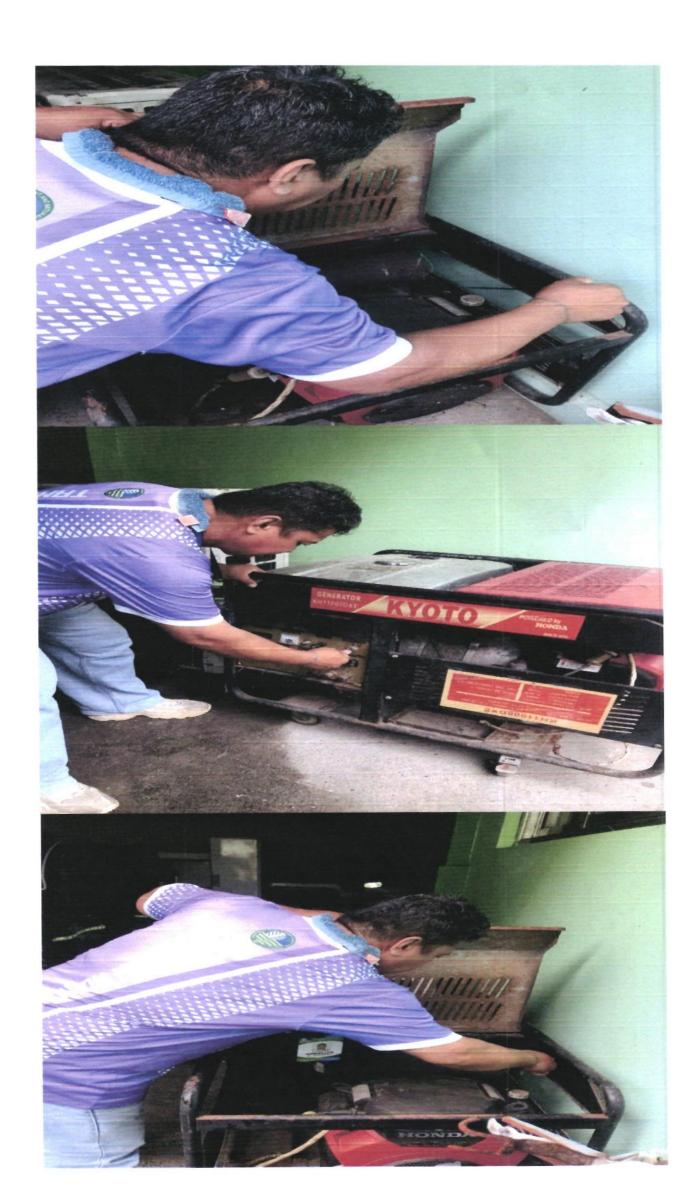
GENERATOR SET AT PENRO ORIENTAL MINDORO

Please be informed that general maintenance of generator set was conducted at PENRO Oriental Mindoro.

Testing and cleaning of load bank were performed in order to ensure the service of the unit and to increase the remaining service life of the generator set. Genset is being utilized in times of power losses.

Attached are photo documentations of the activities undertaken.

For reference.



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MIMAROPA REGION Provincial Environment and Natural Resources Office



July 26, 2024

MEMORANDUM

FOR

The OIC, PENRO

Calapan City

THRU

7

The Chief, Management Services Division

FROM

:

The Chief, GSU

PENRO - Calapan City

SUBJECT

WASTE MATERIAL REPORT AND ITEMS FOR DISPOSAL

Attached are copies of Waste Material Report for the month of July 2024. A total of eleven (11) units defective light bulbs were recorded and surrendered to General Services Unit with attached Waste Material Report.

Certificate of Inspection was issued on July 15, 2024 by the Inspection Officer and hereby recommended for disposal.

For reference.

MYLA GEMINA P. GAMBOA

WASTE MATERIALS REPORT

1. 2

					do s	14-07-008				
			AGENCY							
			ITEMS FOR DISPO	OSAL						
					Record of S	ales				
Item	Quantity	Unit	Description		Official Rec					
-		D.C.	D 11	No.	Date	Amount				
1	11	PC	Bulb		_					
- Indiana										
	Correct :		TOTAL Disposal App							
	Signature	over Prin	ted Name of rty Custodian	Agend	ALANTAR re over Printed N cy/Entity or his/h	lame of Head of				
			CERTIFICATE OF INS	PECTION						
I he	Item Item Item		_ Destroyed _ Sold at private sale _ Sold at public auction _ Transferred without cost to(Name		y)					
ertified (Correct:		Witness to D	isposal:						
	Signature		IRA, JR. ted Name of	Signatur	P. GAMBO eover Printed of Witness	A				



Arm Timing Belt Tensioner

WASTE MATERIALS REPORT

Item Quantity Unit Description	4-07-069
Record of Official Record of Official Record of Official Record of Official Record of No. Date 1 1 pc Compressor 2 1 pc Cabin Filter Note: Toyota Hi-lux-SKP 779 Note: Toyota Hi-lux-SKP 779	
Item Quantity Unit Description Official Review 1 1 pc Compressor 2 1 pc Cabin Filter Note: Toyota Hi-lux-SKP 779	
No. Date 1 1 pc Compressor 2 1 pc Cabin Filter No. Date No. Date	Sales
1 1 pc Compressor 2 1 pc Cabin Filter Note: Toyota Hi-lux-SKP 779	eceipt
2 1 pc Cabin Filter Note: Toyota Hi-lux-SKP 779	Amount
Note: Toyota Hi-lux-SKP 779	
Note: Toyota Hi-lux-SKP 779	
	
	-
	-
TOTAL	
MYLA GEMMA P. GAMBOA ALANA Six to Disposal Approved:	
Signature over Printed Name of Signature over Printed Supply and/or Property Custodian Agency/Entity or his	
CERTIFICATE OF INSPECTION	Thei Authorized
CERTIFICATE OF MOLECTION	
I hereby certify that the property enumerated above was disposed of as follows:	
Item Destroyed	
Item Sold at private sale	
Item Sold at public auction	
Item Transferred without cost to(Name of the Agency/Entity)	
Certified Correct: Witness to Disposal:	
NESTOR G. MIRA JR. Signature over Printed Name of MYLA GENERA P. GAMBO	
Inspection Officer Signature over Printed Name of W	OA





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The OIC, PENRO

Calapan City

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The Chief, Management Services Division

FROM

The Chief, GSU

PENRO - Calapan City

SUBJECT

REPORT ON THE REPAIR AND MAINTENANCE OF

BUILDING AND EQUIPMENT AT PENR OFFICE, SUQUI CALAPAN CITY, ORIENTAL MINDORO COVERING THE

PERIOD OF JULY, 2024

Please be informed that repair and maintenance of building and equipment were conducted covering the period of July, 2024 under the General Services Unit.

Maintenance of air-conditioning units were conducted. Replacement of light bulbs of the office building including the outdoor light bulbs were also conducted. Repair of defective doors and knobs were also conducted.

Attached are photo documentations of the activities undertaken.

For reference.













DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES DENR-RIV-B-MIMAROPA, PENRO Oriental Mindoro

	No letter be a		PH	HYSICAL PE	RFORMAN	CE				FINA	NCIAL PERI	FORMAN	CE (000)			Remarks/
Program/ Project/ Activities (PPA)	Performance Indicators	OFFICE	Annual	Accomplishment		%	EXPEN		Obligation		Disbursement		% Budget Utilization Rate			Justification for the activities with low
			Target	This Month	To Date	Accom	CLASS	Allotment	This Month	To Date	This Month	To Date	Oblig/ Allot*100	Disb/ Allot*100	Disb/ Oblig*100	and high accomplishments
(1)	(2)	(3)	(4)		(5)	6=5/4*100	(7)	(8)		(9)	NAME OF TAXABLE	(10)	(11=9/8*100	12=10/8*100	13=12/11*100	(14)
General Administration and Support		Oriental Mindoro														
General Services Administration Property Plant and Equipment (PPE) Accountability Reports																
Preparation of Property Acknowledgement Receipt (PAR)	100% of procured property with acquired cost (AC) Php 50,000.00 above, Property Acknowledgement Receipt (PAR) prepared (no.)	Oriental Mindoro PENRO		3	3		MOOE									
Preparation of Inventory Custodian Slip (ICS)	100% procured Semi- Expandable Property, Inventory Custodian Slip (ICS) prepared (below 50,000 but not above Php 1,000.00)	Oriental Mindoro		c/o of Suppl	y Officer											
		PENRO														
Preparation of Property Transfer Report (PTR)	100% of Property, Plant and Equipment (PPE) transferred from Accountable Officer/ Agency to another Accountable Officer/ Agency, Inventory Custodian Slip (ICS) prepared (no.)	Oriental Mindoro	ANA		5											
		PENRO	ANA		5											
	100% of Semi-															
Preparation of Inventory Transfer Report (ITR)	Expendable Property transferred from Accountable Officer/ Agency to another Accountable Officer/ Agency, Inventory Custodian Slip (ICS)	Oriental Mindoro PENRO		c/o of Supply	Officer											

			PHYSICAL PERFORMANCE							FINA	ANCIAL PER	FORMAN	CE (000)		REAL PROPERTY.	Remarks/
Program/ Project/ Activities (PPA)	Performance Indicators	OFFICE	Annual	Accompl	lishment	%	EXPEN SE	Allebases	Obligation		Disburse	ement	% Budget Utilization Rate			Justification for the
			Target	This Month	To Date	Accom	CLASS		This Month	To Date	This Month	To Date	Oblig/ Allot*100	Disb/ Allot*100	Disb/ Oblig*100	and high accomplishments
(1)	(2)	(3)	(4)		(5)	6=5/4*10	0 (7)	(8)		(9)		(10)	(11=9/8*100)			
Annual Report on the Physical Count of Property, Plant and Equipment (RCPPE)	Report on the Physical Count of Property, Plant and Equipment as of Dec 31, 2022 submitted to COA by the end of January 2023 (no.)	Oriental Mindoro	1		1											
		PENNO		-		-	-			-		-				
Report of Unserviceable Property and Waste Materials																
	DDE D: LDI		-													
Report of unserviceable Property Plant and Equipment (PPE)	PPE Disposal Plan prepared and submitted to CO on June 30, 2023 (no.)	Mindoro	1													
		PENRO	1		1											
Disposal of Unserviceable Property, Plant and Equipment (PPE)	PPE Disposal Plan prepared and submitted to CO (no.)	Oriental Mindoro	1													
	10 00 (110.)	PENRO	1		1					-						
·																
	Inventory and Inspection Report of Unserviceable Property (IIRUP) (no.)		1	1	1											
		PENRO	1		2											
	Inventory and Inspection of Unserviceable semi- expendable Property prepared (IRUSP) (no.)	Oriental Mindoro		c/o of Supply	y Officer											
		PENRO														
	100% of surrendered waste materials with Waste Materials Report (WMR) prepared (no.)	Oriental Mindoro	ANA													
		PENRO	ANA	1	8											

	Second House	A MANAGEMENT	PH	HYSICAL PER	RFORMAN	ICE			t was		Remarks/					
Program/ Project/ Activities (PPA)	Performance Indicators	OFFICE	Annual	Accompli	shment	%	EXPEN SE	Allotment		ligation	Disburs	ement	% Bud	get Utilizat	ion Rate	Justification for the activities with low and high accomplishments
			Target	This Month	To Date	Accom	Accom CLASS		This Month	To Date	This Month	To Date	Oblig/ Allot*100	Disb/ Allot*100	Disb/ Oblig*100	
(1)	(2)	(3)	(4)		(5)	6=5/4*10	0 (7)	(8)		(9)		(10)	(11=9/8*100	12=10/8*100	13=12/11*100	(14)
	Regional/ PENRO Disposal Committee and Appraisal Committee meeting with report submitted (no.)	Oriental Mindoro	1													
	4.16.7	PENRO	1													
Report on the Physical Count of inventories and semi-expendable property																
Report on the Physical Count of Semi- Expendable Property (RPCSP) as of 31 Dec. 2022 and 30 June 2023	Report on the Physical Count of Semi- Expendable Property (RPCSP) as of Dec 31, 2022 and June 30, 2023 submitted to COA by the end of the following month respectively (no.)	Oriental Mindoro		c/o of Suppl	y Officer											
		PENRO														
Insurance of Property																
Insurance Coverage of Properties	Vehicles registered and insured (no.)	Mindoro	29				MOOE									
		PENRO	29	4	1	7	-		-	-		-	-			
	Building/Office/Other Structure and its content insured (no.)	Oriental Mindoro	8				MOOE									
		PENRO	8	1		1	-	-	-	-	-	-		-		
Maintenance and Repair of Properties	Vehicles maintained and repaired (no.)	Oriental Mindoro	28	3			MOOE									
		PENRO	7													
		C-Socorro					-					-	-			
	Office equipment maintained and repaired including furnitures and fixtures (no.)	C-Roxas Oriental Mindoro	93		3	3	MOOE									
	100.1	PENRO	41	12	3	1										
		C-Socorro														
		C-Roxas	26													
									-				-			
	Gen set and solar panel maintained (no.)	Mindoro	3				MOOE									
		PENRO	1		-	1	-		-			-		-		
		C-Socorro	1			-	+	-	-	-	-	+	-		-	
		C-Roxas	1	1			1									

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Program/ Project/ Activities (PPA)	Performance Indicators		PH	YSICAL PER	RFORMAN	ICE			FINANCIAL PERFORMANCE (000)							Remarks/
		OFFICE	Annual	Accompli			SE CLASS		Obligation		Disbursement		% Budget Utilization Rate			Justification for the activities with low
			Target	This Month	To Date	Accom		Allotment	This Month	To Date	This Month	To Date	Oblig/ Allot*100	Disb/ Allot*100	Disb/ Oblig*100	and high accomplishments
(1)	(2)	(3)	(4)		(5)	6=5/4*100	(7)	(8)		(9)		(10)	(11=9/8*100)	12=10/8*100	13=12/11*100	(14)
	maintained and	Oriental Mindoro	8													
	1	PENRO	3	1	3	3										
		C-Socorro	2													
		C-Roxas	3													

MA KRISTINE R. TOLENTINO

Reviewed by:

Recommending Approval:

MARICEL V. SUPLEO
Chief, MSD

Approved by: