



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN  
MIMAROPA REGION  
Provincial Environment and Natural Resources Office



2:42

JUL 31 2024

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.

  
**ALAN L. VALLE**



Atty. Erlinda A.I. Espiritu Street corner Gov. Arturo Arce Ignacio Ave.  
Dofia Alicia Subd., Brgy. Suqui, Calapan City, Oriental Mindoro  
Telephone No. (043)288-6006/ (043) 288-7442  
Email Address: [penroor.mindoro@denr.gov.ph](mailto:penroor.mindoro@denr.gov.ph)  
Website: <http://denrormindoro.com>



**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.

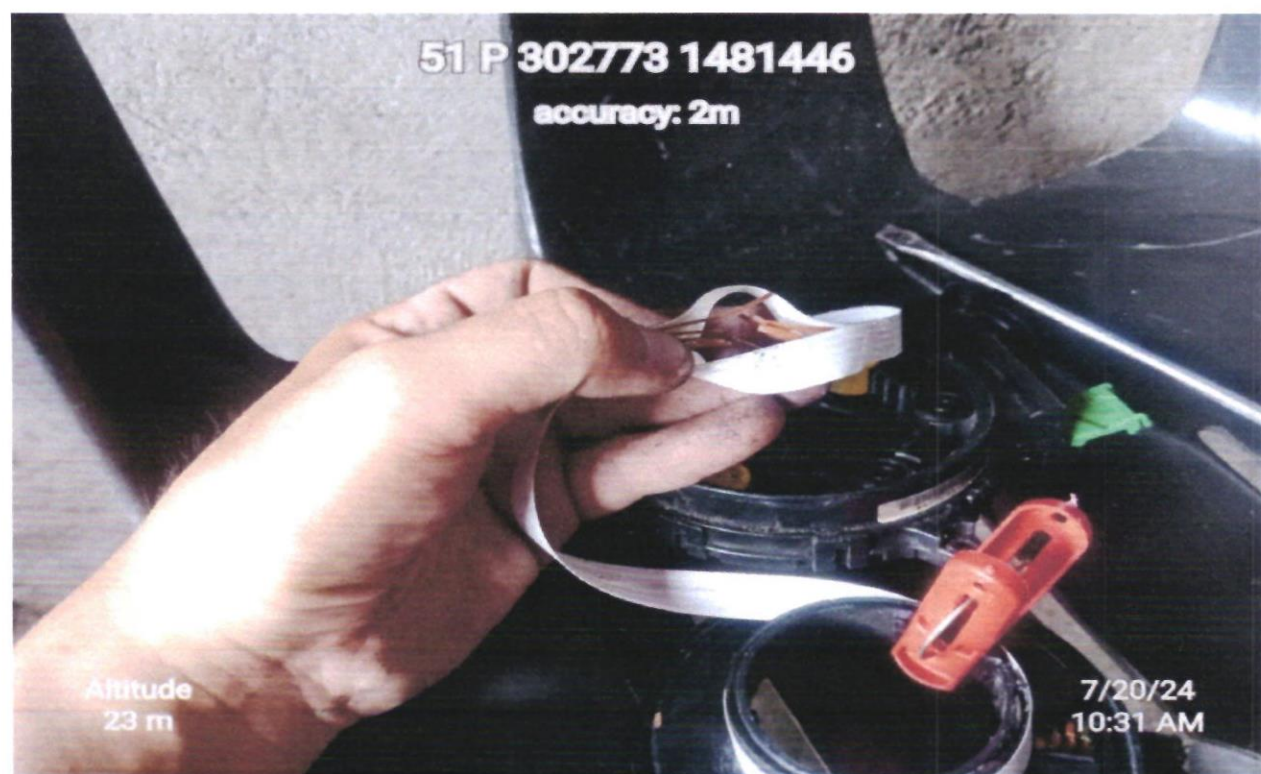
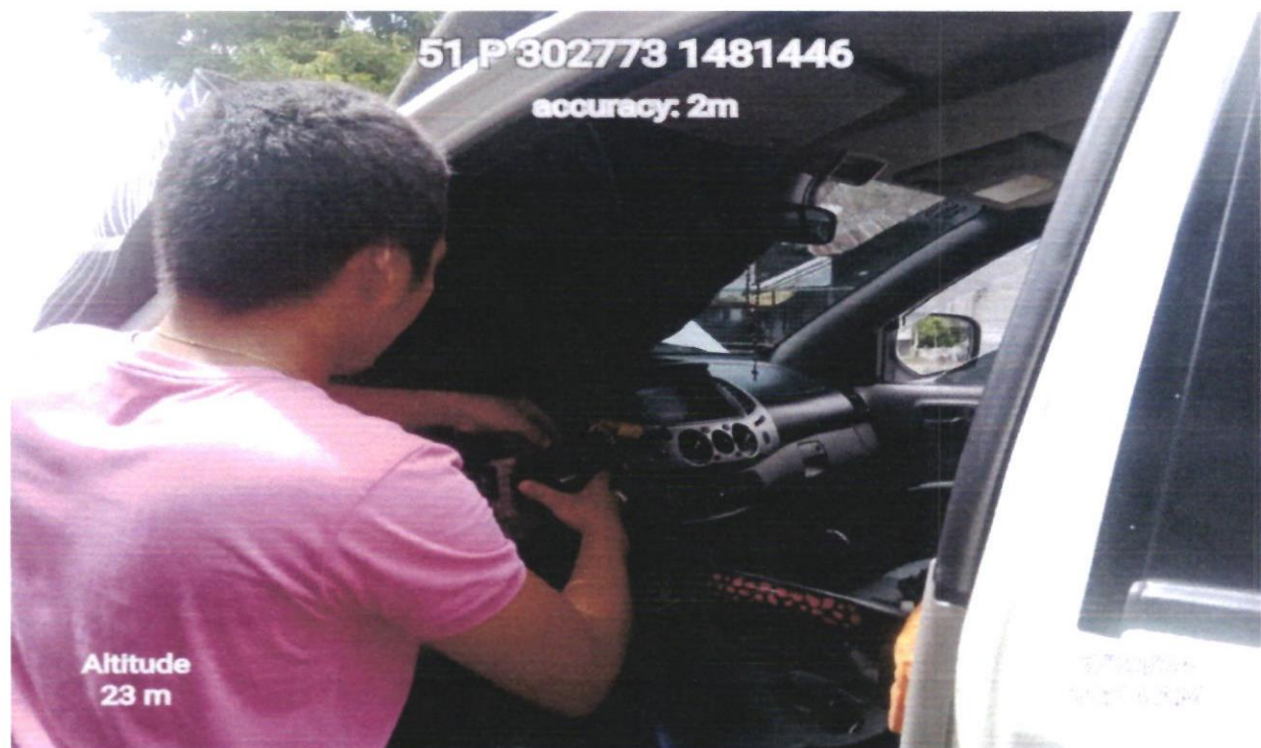
Service Maintenance was also conducted by our Driver/Mechanic in our service vehicles.

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.

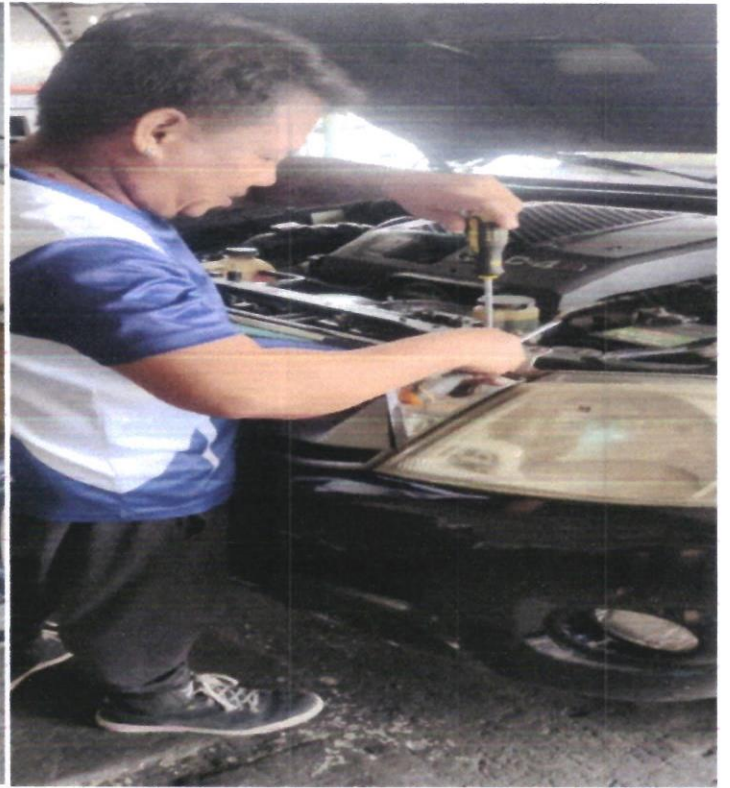
For reference.

  
**MYLA GEMMA T. GAMBOA**









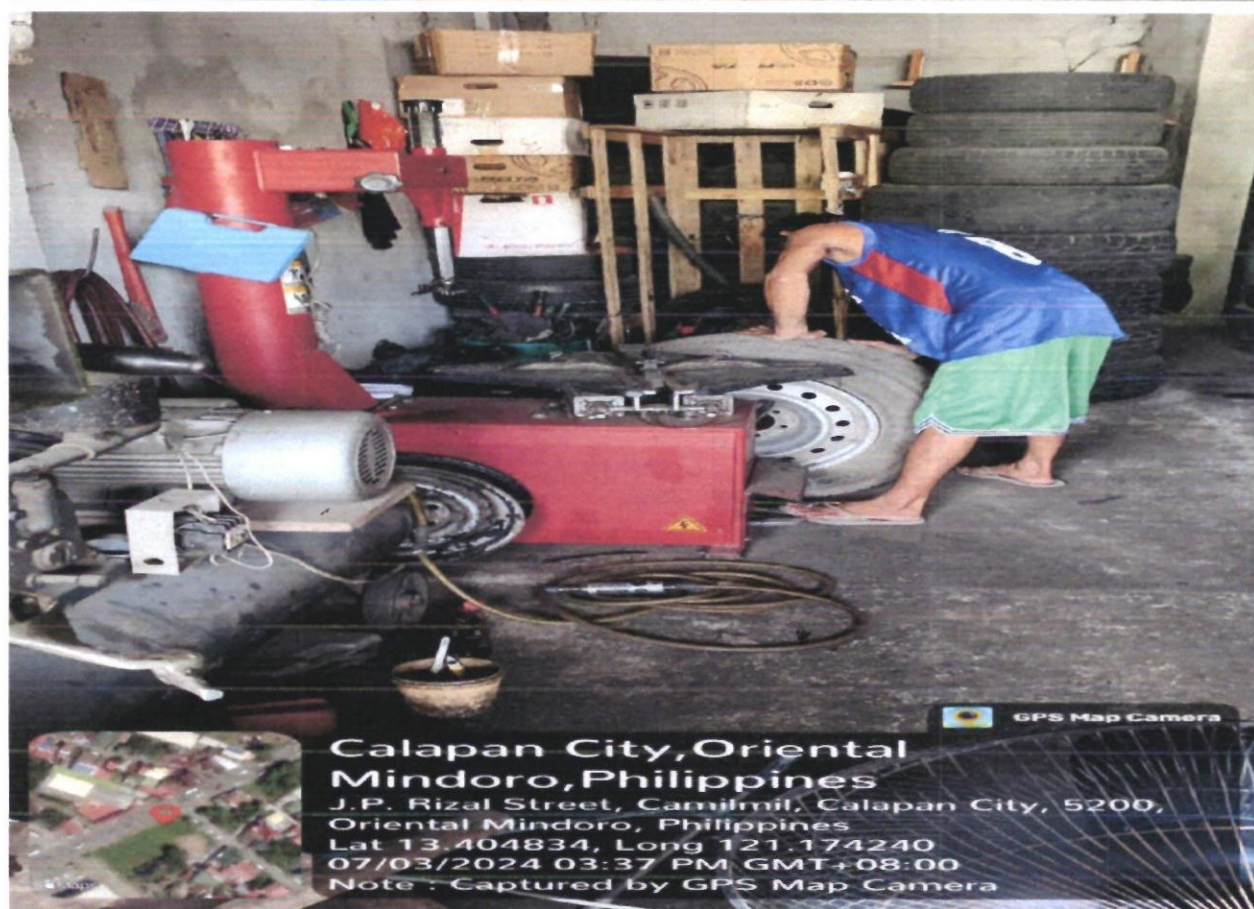
51 P 302916 1482471

accuracy: 2m

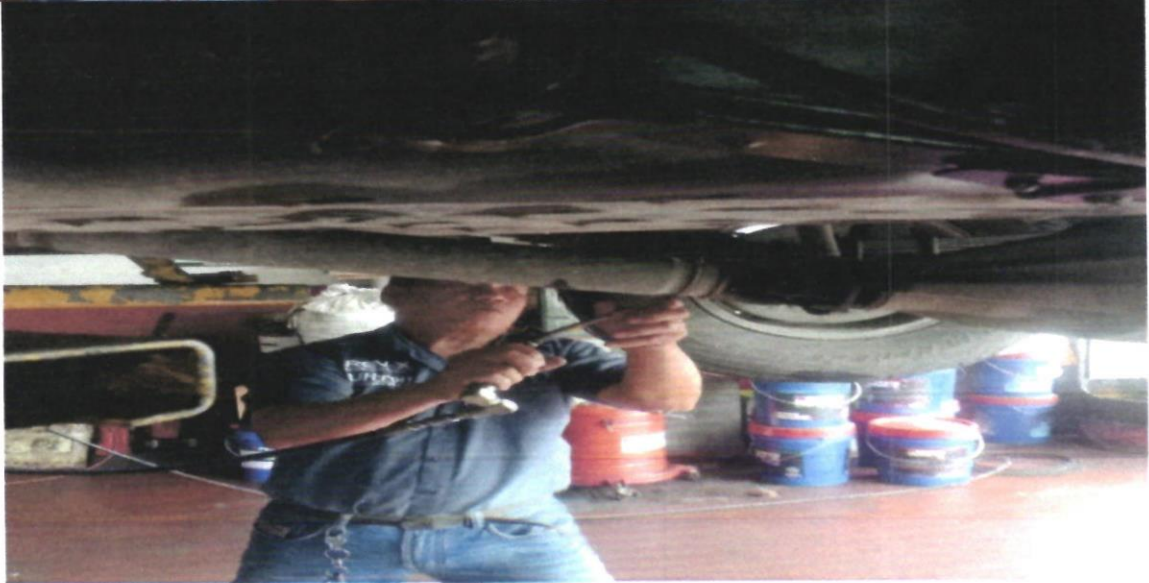
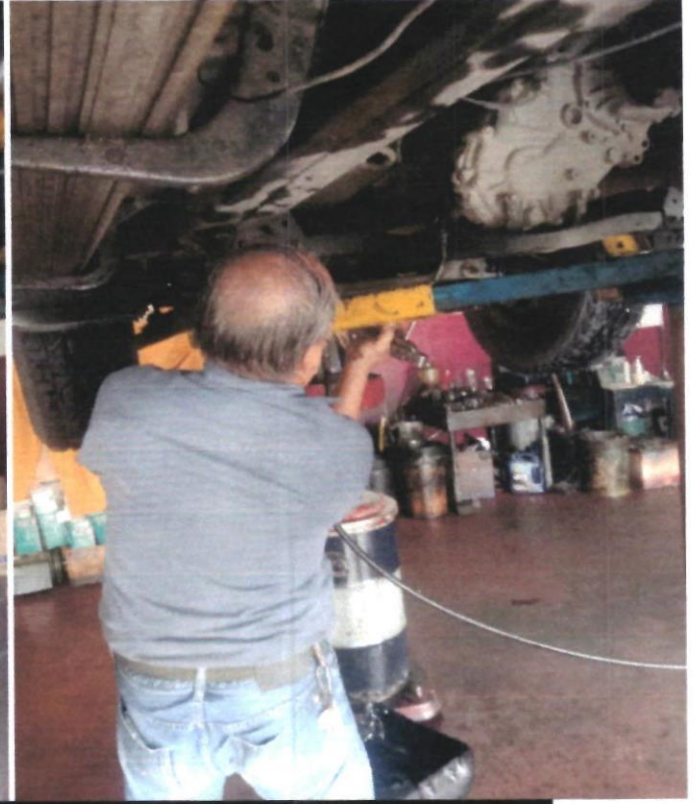
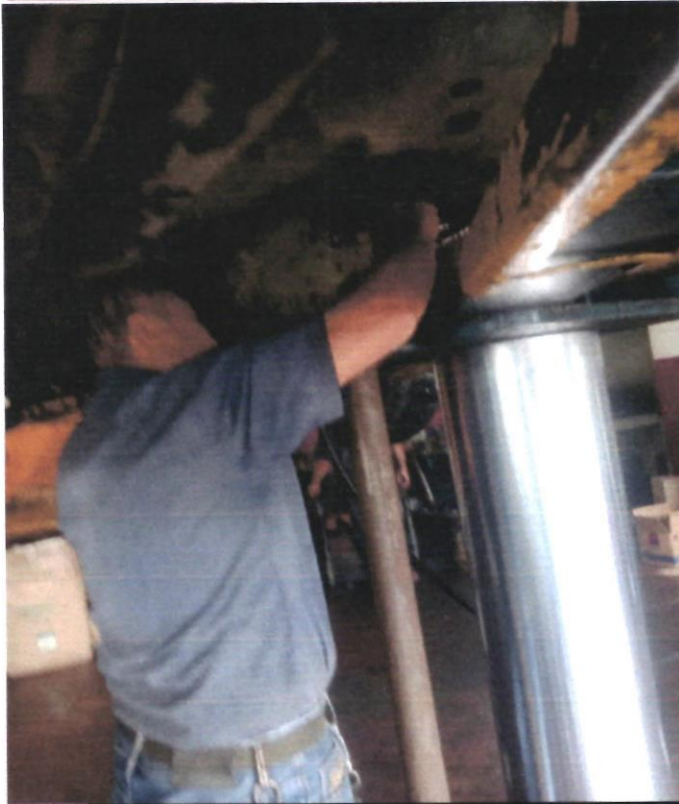
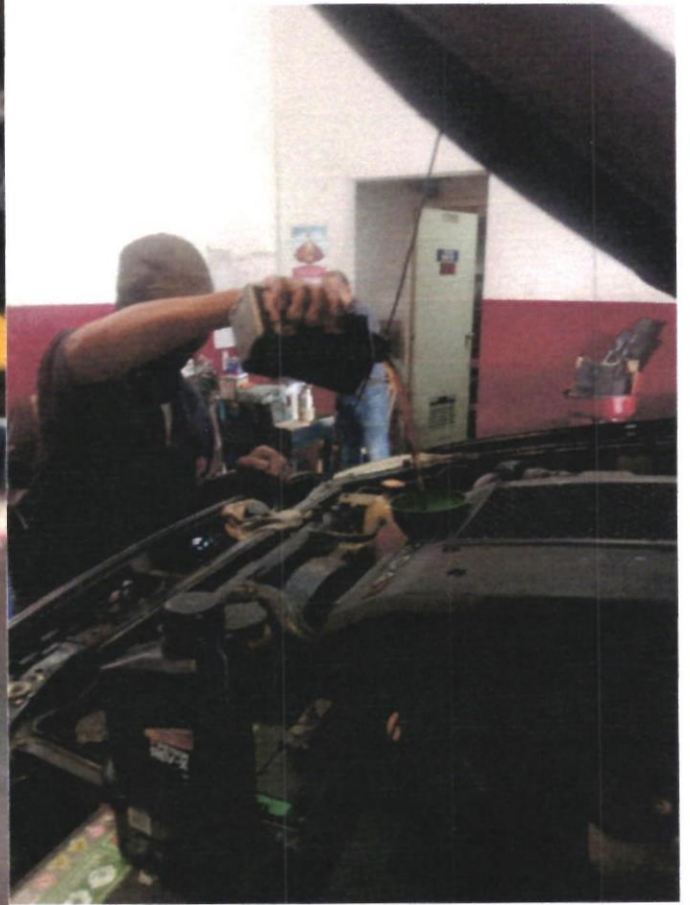
Altitude  
60 m

7/22/24  
10:05 AM











**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**  
**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.

  
**MYLA GEMMA P. GAMBOA**









**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 : 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 GEMMA P. GAMBOA**



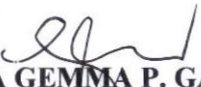
WASTE MATERIALS REPORT


2024-07-008

AGENCY

ITEMS FOR DISPOSAL

Item	Quantity	Unit	Description	Record of Sales		
				Official Receipt		
				No.	Date	Amount
1	11	PC	Bulb			
			TOTAL			


Certified Correct :  
  
**MYLA GEMMA P. GAMBOA**  
Signature over Printed Name of  
Supply and/or Property Custodian


Disposal Approved :  
  
**ALAN VALLE**  
Signature over Printed Name of Head of  
Agency/Entity or his/her Authorized

CERTIFICATE OF INSPECTION

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: \_\_\_\_\_  
  
**NESTOR G. MIRA, JR.**  
Signature over Printed Name of  
Inspection Officer

Witness to Disposal: \_\_\_\_\_  
  
**MYLA GEMMA P. GAMBOA**  
Signature over Printed  
Name of Witness







WASTE MATERIALS REPORT

2024-07-06

AGENCY

ITEMS FOR DISPOSAL

Item	Quantity	Unit	Description	Record of Sales		
				Official Receipt		
				No.	Date	Amount
1	1	pc	Compressor			
2	1	pc	Cabin Filter			
			Note: Toyota Hi-lux-SKP 779			
			TOTAL			

Certified Correct :

Disposal Approved :

MYLA GEMMA P. GAMBOA

Signature over Printed Name of  
Supply and/or Property Custodian

ALAN L. VALLE

Signature over Printed Name of Head of  
Agency/Entity or his/her Authorized

CERTIFICATE OF INSPECTION

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)

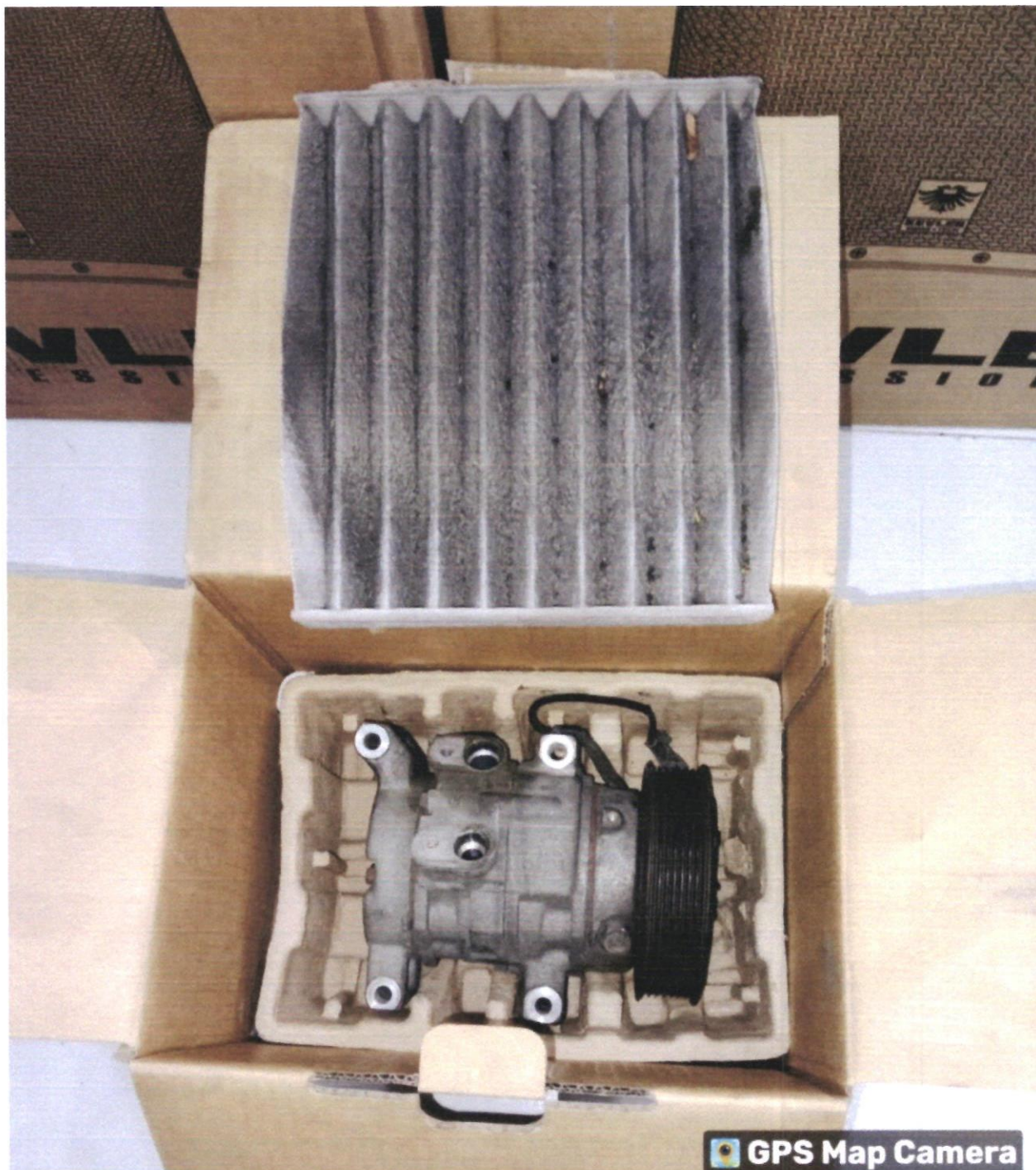
Certified Correct: \_\_\_\_\_


NESTOR G. MIRA JR.  
Signature over Printed Name of  
Inspection Officer

Witness to Disposal: \_\_\_\_\_

MYLA GEMMA P. GAMBOA  
Signature over Printed Name of Witness





 **GPS Map Camera**



Calapan, MIMAROPA, Philippines  
C693+Q4G, Calapan, Oriental Mindoro, Philippines  
Lat 13.419433°  
Long 121.20272°  
22/07/24 10:52 AM GMT +08:00





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**  
**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.

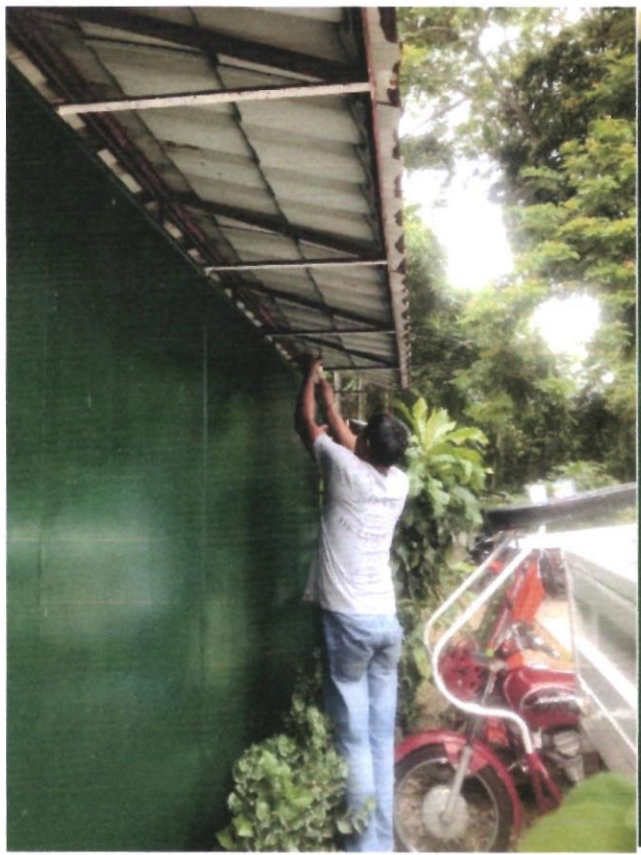
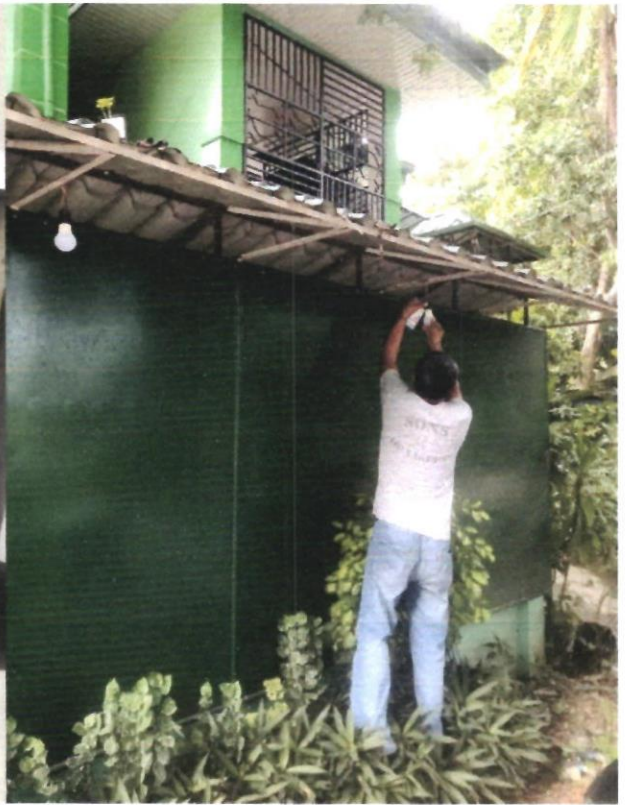
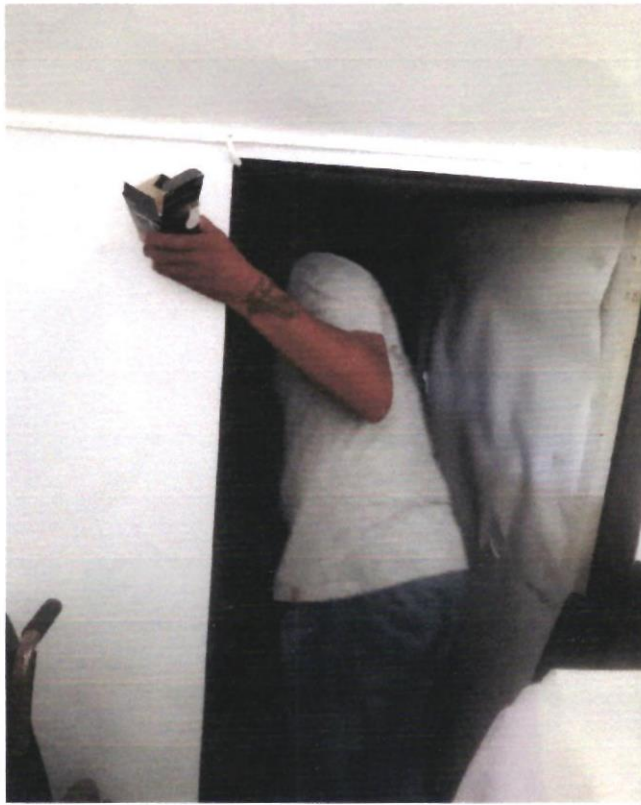
Maintenance of air-conditioning units were conducted. Replacement of light bulbs of the office building including the outdoor light bulbs were also conducted. Repair of defective doors and knobs were also conducted.

Attached are photo documentations of the activities undertaken.

For reference.

  
**MYLA GEMMA P. GAMBOA**















DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
DENR-RIV-B-MIMAROPA, PENRO Oriental Mindoro  
JULY, 2024

[illegible]

[illegible]



[illegible]

Program/ Project/ Activities (PPA)	Performance Indicators	OFFICE	PHYSICAL PERFORMANCE				EXPENSE CLASS	FINANCIAL PERFORMANCE (000)							Remarks/ Justification for the activities with low and high accomplishments	
			Annual Target	Accomplishment		% Accom		Allotment	Obligation		Disbursement		% Budget Utilization Rate			
				This Month	To Date		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*100	(7)	(8)		(9)		(10)	11=9/8*100	12=10/8*100	13=12/11*100	(14)
	Office building maintained and repaired (no.)	Oriental Mindoro	8													
		PENRO	3	1	3											
		C-Socorro	2													
		C-Roxas	3													

Prepared by:

MA. KRISTINE R. TOLENTINO  
FR /GSU Staff

Reviewed by:

MYLA GEMMA P. GAMBOA  
FT III/ In-Charge, GSS/HR

Recommending Approval:

MARICEL V. SUPLEO  
Chief, MSD

Approved by:

ALAN L. VALLE  
OIC, PENRO