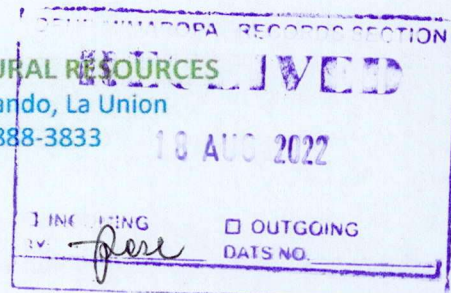




Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Government Center, Sevilla, City of San Fernando, La Union
Tel. No. (072)700-1693; Fax. No. (072)888-3833



MEMORANDUM

FOR : The Undersecretary
Legal, Administration, Human Resources and Legal Affairs
DENR Central Office
Visayas Ave., Diliman, Quezon City

THRU : The Director, Human Resource Development Service

FROM : EA Alma Almonte-Padilla
Surveys and Mapping Division
DENR Regional Office No. 1
Government Center, Sevilla,
City of San Fernando, La Union

SUBJECT : **REPORTING FOR DUTY TO PENRO PALAWAN,
DENR REGION IV-B PER SPECIAL ORDER NO. 2022-588
DATED 08 AUGUST 2022**

DATE : 16 August 2022

This is to respectfully inform the Undersecretary, Legal, Administration, Human Resources and Legislative Affairs, of the Undersigned's Reporting for Duty to PENRO Palawan, DENR Region IV-B MIMAROPA Region, effective on **24 August 2022** per Special Order No 2022-588 dated 08 August 2022 (Subject : Reassignment of Engineering Aide Alma Almonte-Padilla from DENR Region I to PENRO Palawan, DENR Region IV-B). Attached herewith is the copy of my letter addressed to PENR Officer Felizardo B. Cayatoc, PENRO Palawan (Subject : Reporting for Duty).

Undersigned was also issued Official Clearance of all the financial, property and work accountabilities from DENR Regional Office No. 1.

For the Undersecretary's information.


ALMA A. PADILLA

*Attachments : Copy of Reporting for Duty to PENRO Palawan
Copy of Official Clearance from DENR Regional Office No. 1*

Copy Furnished:

✓ *The Regional Executive Director, DENR RO IV-B MIMAROPA Region*

The PENR Officer, PENRO Palawan

The Regional Executive Director, DENR RO I

File



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16 August 2022

FELIZARDO B. CAYATOC
PENR Officer
DENR-PENRO Palawan
Brgy. Sto. Monica, Puerto Princesa City,
Palawan

SUBJECT : REPORTING FOR DUTY

Sir :

Isang Makakalikasang Pagbati!

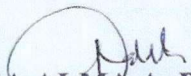
The Undersigned would like to respectfully inform your good Office of her reporting for duty effective on **24 August 2022** per Special Order No. 2022-558 dated 08 August 2022 (Subject : Reassignment of Engineering Aide Alma Almonte-Padilla from DENR Region 1 to PENRO Palawan, DENR-Region IV-B) issued by Atty. Ernesto D. Adobo, Jr., CESO I, Undersecretary, Legal, Administration, Human Resources and Legislative Affairs).

Attached herewith is the Official Clearance issued by DENR Regional Office No. 1 certifying that I am **ALREADY CLEARED**, of all the financial, property and work accountabilities in the Office.

As such, I shall accept all the duties and responsibilities that may be assigned to me by my superiors.

Thank you very much.

Very truly yours,


EA ALMA A. PADILLA

Attachment : Official Clearance form DENR RO 1

Copy Furnished:

*The Undersecretary, Legal, Administration, Human Resources and Legal Affairs
(Attention : The Human Resource Development Service)*

The Regional Executive Director, DENR RO IV-B MIMAROPA Region

The Regional Executive Director, DENR RO 1

File



Republic of the Philippines
Department of Environment and Natural Resources

OFFICE CLEARANCE

I PURPOSE					
TO: Department of Environment and Natural Resources I hereby apply for clearance from money, property and work-related accountabilities for:					11-Aug-22 Date of Application
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave of Absence Please specify: <u>REASSIGNMENT</u>					
Effectivity / Inclusive Period: <u>August 24, 2022</u>					
Office of Assignment: DENR-SMD-TS Position / SG / Step: <u>Engineering Aide</u>				 ALMA A. PADILLA Name and Signature of Employee	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.					
 ENGR. RAYMUNDO C. GAYO, DPA OIC, Assistant Regional Director for Management Services			 ATTY. CRIZALDY M. BARCELO, CESO III Head of Office		
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department	Cleared	Not Cleared	Amount / Remarks	Name of Clearing Officer/Official	Signature
Property and Work-related Accountabilities					
1. Property and Supply Management Division / Section / Unit				CEZANNE G. ORALLO	
2. Records Management Division / Section / Unit				IMELDA F. GALVEZ	
3. Personnel Division / Section / Unit				MA. ROWENA E. VERDE	
a. Leave of Absence w/o Pay				MA. ROWENA E. VERDE	
b. Salary Overpayments				MA. ROWENA E. VERDE	
c. Personnel Records				ALMA C. PANEDA	
d. Exit SALN				EVELYN O. FERNANDEZ	
4. Scholarship				GEMMA B. DACANAY	
a. Local					
b. Foreign					
Financial Accountabilities					
5. Accounting Division / Section / Unit				MIRASOL E. ADRIAS, CPA	
a. Bond/Cash Advance (SDO)					
b. Unliquidated Travel	✓				
c. Accounts Receivable					
d. Audit Disallowances					
6. Loans				NORIEL G. NISPEROS	
a. Multi-Purpose Cooperative				EVELYN O. FERNANDEZ	
b. FOSLA				ALMA C. PANEDA	
c. Land Bank of the Philippines				FLAVIANO P. PACPACO	
d. Development Bank of the Philippines				RENELITA A. SANTOS	
7. Library					
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Division / Legal Division / Unit				 ATTY. CLARO E. RAMOLETE, JR.	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
V CERTIFICATION					
 ATTY. CRIZALDY M. BARCELO, CESO III Signature over Printed Name of Agency Head / Authorized Official					