



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA

August 17, 2022



MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
Roxas Blvd., Ermita, Manila

FROM : The PENR Officer

SUBJECT : AFFIRMATION OF PENRO SPECIAL ORDER NO. 47 RE:
REGARDING RECONSTITUTION OF PROVINCIAL HUMAN
RESOURCE MERIT PROMOTION AND SELECTION BOARD
(HRMPSB) MEMBERS AND SECRETARIAT OF DENR
PENRO OCCIDENTAL MINDORO.

Respectfully forwarding herewith is the PENRO Special Order No. 47 dated August 17, 2022 regarding the above mentioned subject.

For information and affirmation.


ERNESTO E. TAÑADA



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Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA

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AUG 17 2022

PENRO SPECIAL ORDER

No. 478
Series of 2022

SUBJECT : RECONSTITUTION OF PROVINCIAL HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) MEMBERS AND SECRETARIAT OF DENR PENRO OCCIDENTAL MINDORO

In view of the promulgation by the Civil Service Commission of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions revised in 2018 and the approval of the Merit, Selection and Promotion Plan of the DENR Secretary to facilitate the hiring and selection process of applicants to vacant positions in the DENR PENRO Occidental Mindoro, the Provincial Human Resource Merit Promotion and Selection Board is hereby reconstituted to be composed of the following officials and staff:

Members : Abe R. Francisco
Chief, Management Services Division

End User (PENRO/CENRO)

Donebelle S. Mesina
Accountant III / Focal Person, Gender and Development

Representative/Alternate, Employees Union
Second Level : Celso B. Almazan (Principal)
Wilfredo T. Aquino (Alternate)
First Level : Noriel M. Dulatre (Principal)
Sarah A. Maderazo (Alternate)

Head Secretariat : Von Erika S. Causapin
Members : Shyla Alah Z. Abutan
Lyza Ellaine A. Bernabe
John Syries V. Ragmat

As such, the Provincial HRMPSB and Secretariat shall perform the following functions:

1. Pre-screening and deliberation of applicants;
2. Preparation and sending out of notification to all next-in-rank employees;
3. Preparation of Candidates Evaluation Sheet (CES) and Comprehensive Evaluation Results (CER) for the deliberation of Regional HRMPSB;
4. Preparation and sending out letters of disqualification to concerned applicants;
5. Preparation and sending out of notification of the schedule of examination and interview to qualified applicants;
6. Maintenance/safe-keeping of all records of meeting, resolutions and other documents pertaining to the screening and selection process; and


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7. Other matters pertaining to duties and responsibilities of Provincial HRMPSB.

This Order takes effect immediately.


ERNESTO E. TAÑADA
PENR Officer

Affirmed by:

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director