



|                                   |                                   |
|-----------------------------------|-----------------------------------|
| DENR MIMAROPA RECORDS SECTION     |                                   |
| RECEIVED                          |                                   |
| 13 DEC 2022                       |                                   |
| <input type="checkbox"/> INCOMING | <input type="checkbox"/> OUTGOING |
| BY: _____                         | DATE: _____                       |

December 02, 2022

**MEMORANDUM**

**FOR** : THE REGIONAL EXECUTIVE DIRECTOR  
DENR – MIMAROPA Region  
1515 DENR By the Bay Building, Roxas Boulevard  
Barangay 668, Ermita, Manila

**THRU** : The Assistant Regional Director  
for Management

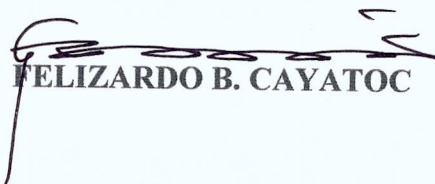
**FROM** : The Provincial Environment and  
Natural Resources Officer


**SUBJECT** : **REQUEST FOR PERMIT TO STUDY BACHELOR OF  
SCIENCE IN GEODETIC ENGINEERING AT HOLY  
TRINITY UNIVERSITY**

Respectfully forwarded is the memorandum from CENRO Puerto Princesa City received dated October 13, 2022 relative to the request for study leave of Cartographer I Milysa M. Palapa covering the second semester School Year 2022-2023 to pursue her Bachelor of Science in Geodetic Engineering at Holy Trinity University.

Please be informed that she assured that her classes and other school requirements will not affect her duties and responsibilities in the office.

For information and consideration.

  
FELIZARDO B. CAYATOC

DENR-PALAWAN  
PENRO-RECORDS  
**RELEASED**  
By:   
Date: 06 DEC 2022 CN 22-3268



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
South National Highway, Sta. Monica, Puerto Princesa City  
Email address: [cenropuertoprincesa@denr.gov.ph](mailto:cenropuertoprincesa@denr.gov.ph)


## MEMORANDUM

**FOR :** The Provincial Environment and Natural Resources Officer

**FROM :** The OIC - Community Environment and Natural Resources Officer

**SUBJECT :** REQUESTING PERMISSION TO STUDY OF CARTOGRAPHER I MILYSA M. PALAPA


DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY:   
DATE: 10-12-2021 229473

Endorsing the request of **Cartographer I Milysa M. Palapa** to study *Bachelor of Science in Geodetic Engineering* at the Holy Trinity University (HTU) while working. Her intended course is relevant to her current job description and the knowledge she would gain will be beneficial to the agency.

Likewise, she assured that her classes and other school requirements will not affect her office performance and is willing to work extra hours as the need arises. Attached is the copy of her letter request.

For your review, consideration and favorable action.

DENR MIMAROPA REGIONAL  
CENTRAL OFFICE - PRINCESA  
RECEIVED  
NO. 4274  
DATE: 10-13-22  
BY: 

  
PEDRO A. VELASCO





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
**PUERTO PRINCESA**

July 4, 2022

**MEMORANDUM**

**FOR :** The OIC-Community Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City

**FROM :** MILYSA M. PALAPA  
Cartographer I

**SUBJECT :** **REQUEST PERMISSION TO STUDY WHILE WORKING**

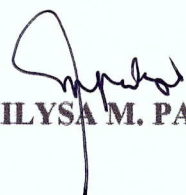


This is to inform you that I intend to enroll at Holy Trinity University (HTU) to pursue a Bachelor of Science in Geodetic Engineering. It has always been my desire to study Geodetic Engineering, and this opportunity provides me with the ideal chance to do so. However, I would like to continue working at this workplace while attending classes because I need to work to finance my education.

Throughout my time at DENR, I've always met deadlines and worked overtime when necessary. This is why I feel confident in my ability to juggle work and studies. However, I want to assure you that my academic pursuits won't affect my employment, and I'll be happy to put in extra hours when it is needed.

In this regard, I humbly ask for permission to be able to attend my online classes and exams on the weekends as well as to be able to study while working. I would highly appreciate it if you will consider my request and give me the chance to continue working while I continue to study and improve my academic standing. I consider my current position to be extremely important, and I would deeply love to continue serving the public while also pursuing my education.

For his information and favorable consideration.

  
**MILYSA M. PALAPA**



# HOLY TRINITY UNIVERSITY

PUERTO PRINCESA CITY, PALAWAN

**STUDENT'S COPY**  
HOLY TRINITY UNIVERSITY

PUERTO PRINCESA CITY

## REGISTRATION FORM REGISTRATION AND ASSESSMENT FC

Student No.: 2021300032  
 Student Name: PALAPA, MILYSA MANDAPON  
 Address:  
 Tel. No.:  
 Parent/Guardian:

School Year: 20222  
 Course: BS-GE  
 Year: 1  
 Status: CETBS-GE2021  
 Semester: 2ND TRIMESTER 2022-2023

| SUBJECT<br>CODE | DESCRIPTION            | TIME     | ROOM      | DAYS | UNITS               | PROFESSOR |         |           |
|-----------------|------------------------|----------|-----------|------|---------------------|-----------|---------|-----------|
| SUBJ.CODE       | DESCRIPTION            | SECTION  | TIME      | ROOM | DAYS                | UNITS     | FACULTY | SIGNATURE |
| EDCA 311GE      | COMPUTER AIDED DRAFTIN | BSGE 122 |           |      | 2                   | -         |         | _____     |
| EDSM 316        | SAFETY MANAGEMENT      | BSGE 122 |           |      | THURS               | 1         | -       | _____     |
| EDCT 105        | CARTOGRAPHY            | BSGE 222 | 1700-1900 |      | THF                 | 3         | -       | _____     |
| EGGS 102        | GENERAL SURVEYING 2    | BSGE 222 | 0800-1420 |      | SAT                 | 4         | -       | _____     |
| EGLO 107        | GE LAWS, OBLIGATION AN | BSGE 222 | 1700-1920 |      | MONDA               | 2         | -       | _____     |
|                 |                        |          |           |      | 12.00 (5 Subject/s) |           |         |           |

TOTAL UNITS &gt;&gt;&gt; 12

|                             |          |                         |        |
|-----------------------------|----------|-------------------------|--------|
| TUITION FEE                 | 6,049.20 |                         |        |
| ACTIVITY FEE                | 210.00   | ID - STUDENT            | 60.00  |
| STUDENTS WELFARE            | 50.00    | PRISAA                  | 100.00 |
| RESEARCH FEE                | 200.00   | TEST BOOKLET/TEST PAPER | 300.00 |
| ORGANIZATION FEE/MEMBERSHIP | 100.00   | SCHOOL PAPER            | 135.00 |
| ** OTHER FEES **            |          |                         |        |
| DEV.FEE                     | 335.00   | ENERGY FEE(CLASSROOM)   | 500.00 |
| INTERNET FEE                | 405.00   | LIBRARY FEE             | 255.00 |
| MEDICAL & DENTAL EXPENSES   | 80.00    | ATHLETICS FEE           | 80.00  |
| GUIDANCE FEE                | 230.00   | AUDIO-VISUAL FEE        | 100.00 |
| REGISTRATION FEE            | 220.00   | EXTENSION SERVICE FEE   | 50.00  |

|                        |          |                      |          |
|------------------------|----------|----------------------|----------|
| TUITION AND OTHER FEES | 7,204.20 | DOWNPAYMENT          | 2,000.00 |
| MISCELLANEOUS FEES     | 2,255.00 | PRELIM (09/02/2022)  | 2,486.00 |
|                        |          | MIDTERM (11/02/2022) | 2,486.00 |
| TOTAL FEES             | 9,459.20 | FINAL (03/25/2023)   | 2,487.20 |

&lt;JACPI, MARILYN M.&gt; Printed : 11/23/20

REGISTRATION NO : 00074167

AMOUNT PAID 2,000.00  
 258,398  
 OR NO. 11/26/22  
 DATE: 11/26/22  
 RECEIVED BY: [Signature]  
**ENROLLED**

This is not an Official Receipt. Always get an Official Receipt from the CASHIER for every payment you made. Refer to your STUDENT MANUAL regarding the school policy. Assessment of Fees are partly based on the Information you provided. Holy Trinity University reserves the right to reassess the account of Student whose records contain false or incorrect information.





Republic of the Philippines  
Department of Environment and Natural Resources - MIMAROPA Region  
DENR by the Bay, 1515 Roxas Boulevard, Ermita, Manila

**PERMISSION TO STUDY**  
(SG 23 and Below)

In order to enhance my professional development and career growth, the undersigned  
seeks Permission to Study Bachelor of Science in Geodetic Engineering  
(Complete Name of Course)  
at Holy Trinity University  
(School/University)  
with the following details:

School Year: 2022-2023

   1<sup>st</sup> Semester   ✓   2<sup>nd</sup> Semester    3<sup>rd</sup> Semester    Summer

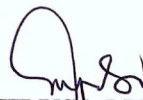
Class Schedule:

| SUBJECT/COURSE  | DAY             | TIME      |
|---|-----------------|-----------|
| EGGS 102: General Surveying 2                           | Saturday        | 8:00-2:20 |
| EGLO 107: GE Laws, Obligations and Contracts and Ethics | Monday          | 5:00-7:00 |
| EGCT 105: Cartography                                   | Thursday/Friday | 5:00-7:00 |
| EBSM 316: Safety Management                             | Thursday        | 1:00-2:20 |
| EBCA 311: Computer Aided Drafting( Land CAD)            | Tuesday         | 5:00-7:40 |
|   |                 |           |

\* This permission to study is valid only (mm/yyyy)

FROM December 01, 2022

TO February 28, 2023

  
**MILYSA M PALAPA**  
Signature over Printed Name  
Date: December 01, 2022

RECOMMENDING APPROVAL:

APPROVED BY:

**DONNA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Republic of the Philippines  
Department of Environment and Natural Resources - MIMAROPA Region  
DENR by the Bay, 1515 Roxas Boulevard, Ermita, Manila

**PERMISSION TO STUDY**  
(SG 23 and Below)

In order to enhance my professional development and career growth, the undersigned  
seeks Permission to Study Bachelor of Science in Geodetic Engineering  
(Complete Name of Course)  
at Holy Trinity University  
(School/University)  
with the following details:

School Year: 2022-2023

   1<sup>st</sup> Semester   ✓   2<sup>nd</sup> Semester    3<sup>rd</sup> Semester    Summer


Class Schedule:

| SUBJECT/COURSE  | DAY             | TIME      |
|---|-----------------|-----------|
| EGGS 102: General Surveying 2                           | Saturday        | 8:00-2:20 |
| EGLO 107: GE Laws, Obligations and Contracts and Ethics | Monday          | 5:00-7:00 |
| EGCT 105: Cartography                                   | Thursday/Friday | 5:00-7:00 |
| EBSM 316: Safety Management                             | Thursday        | 1:00-2:20 |
| EBCA 311: Computer Aided Drafting( Land CAD)            | Tuesday         | 5:00-7:40 |
|   |                 |           |

\* This permission to study is valid only (mm/yyyy)

FROM December 01, 2022

TO February 28, 2023

  
**MILYSA M PALAPA**  
Signature over Printed Name  
Date: December 01, 2022

RECOMMENDING APPROVAL:

APPROVED BY:

**DONNA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_