



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
MIMAROPA Region

June 23, 2022

MEMORANDUM

TO : The Chief, MSD
Mamburao, Occidental Mindoro

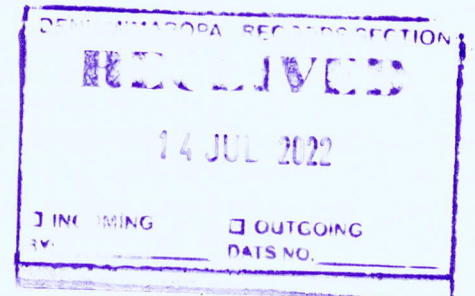
The CENR Officer
Sablayan, Occidental Mindoro

The CENR Officer
San Jose, Occidental Mindoro

The TCP Coordinator
San Jose, Occidental Mindoro

FROM : The OIC, PENR Officer

SUBJECT : HIRING/RENEWAL OF CONTRACT OF SERVICE FOR SECOND SEMESTER CY 2022



This is in connection to the above subject and pursuant to the agreement during the recently concluded 2nd Full-time Delivery Unit Meeting in Sablayan, Occidental Mindoro, you are instructed to start drafting the contracts of personnel who will be hired/renewed as Contract of Service to ensure that they will report to work this July 4, 2022 with the approved/signed contracts.

In the conduct of such, be guided by the recent guidelines on hiring/renewal of Contracts of Service issued by the Central Office which was reiterated by Regional Office.

May we reiterate also to include in the justification by the end users all the conditions stated in the guidelines. We are also requesting the end users to initial under the name of the Chief, MSD to have the prime responsibility as to the compliance of the hired/renewed CoS to the said guidelines.

The Chief, MSD will be visiting CENRO Sablayan and San Jose next week to personally check the draft contracts and be able to finalize it and carry them to the PENRO for final signing/approval in time for the start of the semester.

The following is the breakdown of plantilla positions and the vacant position per Office for your guidance.

Office	Total Plantilla Position	Filled	Vacant (as of April 26, 2022)
PENRO Mamburao	30	27	3
CENRO Sablayan	85	75	10
CENRO San Jose	74	64	10

For information, guidance and strict compliance.


ERNESTO E. TAÑADA

Cc:
1. The RED - Ermita, Manila
2. File *MECANDC*