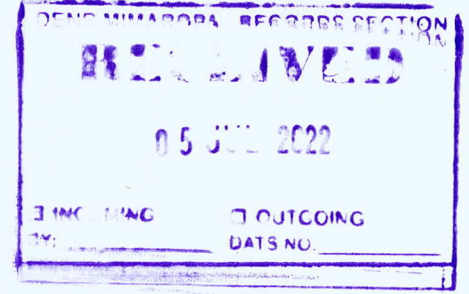


Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
MIMAROPA Region

REGION - 1ST COPY

February 28, 2022



MEMORANDUM

FOR : The Regional Executive Director
1515 L&S Bldg., Roxas Blvd.,
Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR AFFIRMATION ON THE
DESIGNATION OF ADMINISTRATIVE AIDE VI
HELEN M. ALCOVER AS IN-CHARGE OF RECORDS
OF CENRO SABLAYAN COORDINATING OFFICE**

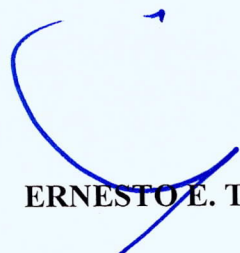
We are forwarding the memorandum dated June 20, 2022 of the CENR Officer, CENRO Sablayan on the above subject.

Please be informed that this Office has already responded to his request explaining therein its non-compliance with the CSC on rules on designations which CENRO Santos acknowledged/recognized.

However, inspite of such, he still appealed to recommend AA VI Alcover for such second level eligibility designation.

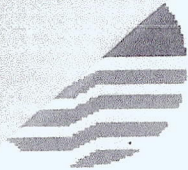
Based on the recent Manual of Authorities, designation in the CENR Office for more than 30 days has to be initialed by the PENRO, recommended by ARDMS and approved by the RED.

For information and further instruction.


ERNESTO E. TAÑADA

Cc:

1. The CENR Officer – Sablayan
2. Record's File



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Road, Brgy. Sto. Niño, Sablayan, Occidental Mindoro
E-mail: cenrosablayan@denr.gov.ph

June 20, 2022

MEMORANDUM

FOR : The PENR Officer
Mamburao, Occidental Mindoro

FROM : The CENR Officer

SUBJECT : **REQUEST FOR AFFIRMATION ON THE DESIGNATION OF ADMINISTRATIVE AIDE VI HELEN M. ALCOBER AS IN-CHARGE OF RECORDS OF CENRO SABLAYAN COORDINATING OFFICE.**

This is in relation to your memorandum dated June 10, 2022, regarding your denial of our request for affirmation on the designation of Administrative Aide Helen M. Alcober as in-charge of records of CENRO Sablayan Coordinating Office.

This office is now humbly asking you to reconsider the subject designation. Administrative Aide VI Helen M. Alcober has been a permanent employee of DENR for about seven (7) years and I strongly vouch my trust and confidence that she can handle the duties of a Temporary Records Officer. It was also observed that the past employees who were designaed as In-Charge of Records of CENRO Sablayan Coordinating Office do not comply with Rule IV, Sec. 13 (c.2) of CSC Memorandum Circular 24, s. 2017 Omnibus Rules on Appointment and Other Human Resource Action (Revised July 2018).

The service of a Records Officer is urgently needed and the delay of hiring one will adversely affect the outcome of our service to our clients.

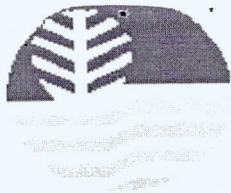
For information and consideration.

FOR. ANASTACIO A. SANTOS, MPA

RECORDS	
RECEIVED BY: <i>[Signature]</i>	
DATE: 6-21-22	TIME: _____
RELEASED BY: _____	
DATE: _____	TIME: _____

MSD 76-2	
<i>[Signature]</i>	
06-22-22	
01:15	

MSD 103-1	
RECEIVED BY: <i>[Signature]</i>	
DATE: 6/22	TIME: _____
RELEASED BY: _____	
DATE: _____	TIME: _____



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

REGION - 2ND COPY

February 28, 2022

MEMORANDUM

FOR : The Regional Executive Director
1515 L&S Bldg., Roxas Blvd.,
Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR AFFIRMATION ON THE
DESIGNATION OF ADMINISTRATIVE AIDE VI
HELEN M. ALCOBER AS IN-CHARGE OF RECORDS
OF CENRO SABLAYAN COORDINATING OFFICE**

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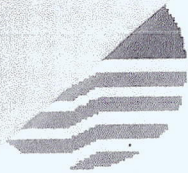
For information and further instruction.

ERNESTO E. TAÑADA

Cc:

1. The CENR Officer – Sablayan
2. Record's File

So. Pag-asa, Brgy. Payompon, Mamburao, Occidental Mindoro
E-mail: msd_occmdo@yahoo.com / denroccmin04@yahoo.com



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Road, Brgy. Sto. Niño, Sablayan, Occidental Mindoro
E-mail: cenrosablayan@denr.gov.ph

June 20, 2022

MEMORANDUM

FOR : The PENR Officer
Mamburao, Occidental Mindoro

FROM : The CENR Officer

SUBJECT : **REQUEST FOR AFFIRMATION ON THE DESIGNATION OF ADMINISTRATIVE AIDE VI HELEN M. ALCOBER AS IN-CHARGE OF RECORDS OF CENRO SABLAYAN COORDINATING OFFICE.**

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
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FOR. ANASTACIO A. SANTOS, MPA

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MSD	
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RELEASED BY:	
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