

June 06, 2022

MEMORANDUM

FOR : **The Regional Executive Director**
MIMAROPA Region

THRU : **The Assistant Regional Director**
For Management Services

FROM : **The PENRO**
Calapan City, Oriental Mindoro


SUBJECT : **MAINTENANCE OF PENR OFFICE BUILDING FOR
THE MONTH OF JUNE 2022**

Please be informed that the office have conducted maintenance of the office building for the month of June 2022 and the following activities were undertaken;

1. Replacement of two (2) doorknobs in the guest house rooms.
2. Replacement of one (1) pc. Electrical breaker (400 amperes) of the building electrical system.

Attached is the photo documentation for record and information

For reference.


ALMA E. GIBE
DMO V/Chief, TSD
In-Charge, Office of the PENRO



