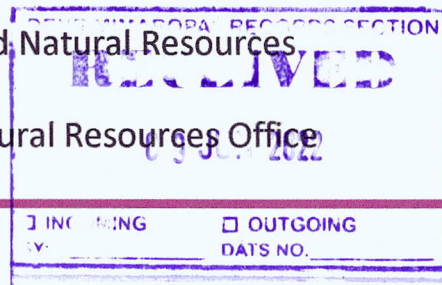




Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Provincial Environment and Natural Resources Office



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 EQUIPMENT FOR
THE MONTH OF JUNE 2022**

Please be informed that the office have conducted maintenance of the office equipment for the month of June 2022 and the following equipment were repaired;

1. One (1) Unit Split Type Aircon, 2.0HP Panasonic, installed at office Guesthouse (General Cleaning and drain plug replacement).
2. One (1) Unit Split-Type Aircon, 1.0 HP Panasonic installed at NGP Room (Freon charging and repair of drain plug).
3. One (1) Unit Amplifier, Sound System (General Cleaning and replacement of fuse).

Attached is the photo documentation for record and information

For reference.


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



