



29 November 2022

## NOTICE OF MEETING

**TO : ALL CONCERNED DENR-MIMAROPA OFFICIALS AND PERSONNEL**

**FACE-TO-FACE  
(Regional Office)**

Chief, Administrative Division  
Chief, Personnel Section  
One (1) ORED Representative  
One (1) OARD-TS Representative  
One (1) Representative each from  
RO Divisions  
Secretariat: Personnel Section

**VIRTUAL  
(Field Offices)**

All MSD Chiefs

**PENROs Occ. Mindoro and Palawan**

- One (1) Representative each from the Office of the PENRO
- One (1) Representative each from all Divisions
- Designate Personnel Officer

**CENROs Sablayan and Puerto Princesa**

- One (1) Representative each from the Office of the CENRO
- One (1) Representative each from all Divisions

**FROM : The Assistant Regional Director  
Management Services**

**DATE/TIME : 02 December 2022 (Friday); 09:00 AM onwards**

**VENUE : Face-to-Face - 5<sup>th</sup> Floor Conference Room  
Virtual- ZOOM Meeting ID: 672 218 8940  
Passcode: 782593**

**AGENDA : Consultation meeting called by the Director, Financial Management Service, DENR-CO to discuss the following guidelines:**  
1) Issuance of Certificate of Appearance, and  
2) Turnover of Work Accountabilities Before Resignation, Secondment, Detail or Transfer

Dir. Fontanilla requested that the documents up for discussion be reviewed prior to the meeting to fast-track the consultation process, and that any proposed amendments be stated in a way as to how it will be reflected/read in the draft guidelines.

The proposed Guidelines, including the memorandum of Dir. Fontanilla, can be downloaded/accessed on <https://tinyurl.com/FMS-Proposed-Guidelines>.

Your attendance and cooperation are highly appreciated.

Digitally signed by  
Gordove Donna  
Mayor  
Date: 2022.11.29  
12:38:06 +08'00'

**DONNA MAYOR-GORDOVE, CESO IV**