



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

Bgy. Sta. Monica, Puerto Princesa City, Palawan

E-mail: [penropalawan@denr.gov.ph](mailto:penropalawan@denr.gov.ph)

Telfax No. (048) 433-5638 / (048) 433-5638

September 21, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR, MIMAROPA Region  
1515 L&S Building, Roxas Blvd., Ermita, Manila

**THRU** : Assistant Regional Director for Management Services

**ATTENTION** : The Planning and Management Division

**FROM** : The Provincial Environment and  
Natural Resources Officer

**SUBJECT** : **SUBMISSION OF REQUEST AND JUSTIFICATION  
FOR THE HIRING OF CONTRACT OF SERVICE  
OF MR. WILSON A. ALCANTARA, JR. COVERING  
THE PERIOD OF AUGUST TO OCTOBER 2022 OF  
CENRO CORON, PALAWAN**

Forwarded is the memorandum received on September 1, 2022 from OIC-CENRO Rodney G. Verian pertaining to the request for the hiring of contract of service of MR. WILSON A. ALCANTARA, JR. as Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity of CENRO Coron, Palawan.

Please be informed that his functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus the services of Mr. Alcantara is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned tasks as reflected in the RLTA 2022 Work and Financial Plan.

For her information, record and reference.

"For the PENRO"

  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer  
Management Services Division  
Officer-In-Charge

DENR-PALAWAN  
PENRO-RECORDS  
**RELEASED**

By Rhea  
Date 26 OCT 2022 CN 20101





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Sta. Monica, Puerto Princesa City

**DOCUMENT ACTION INFORMATION FORM**

Doc. Ref. No.: **2022-7877**

Date and Time received:

09/01/2022 10:34:19 AM

From: **RODNEY G. VERIAN**

Document Type: **Memorandums**

**CENRO CORON, PALAWAN**

Subject: **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT OF SERVICE OF MR. WILSON A. ALCANTARA, JR., ELMER V. DELA CRUZ, ISAAC JEREH S. ECHAGUE, JOHN MICHAEL E. DUQUE, WILLIARD B. VIZCARRA, ELYMAR A. UY, JR., RODOLFO E. VALLEJO, ALDRIN M. PALENCIA, MS. YVON**

**TSO**

Attachment(s): **No attachment(s)**

Earmarked As :

Date: <b>9/1</b>	From: <b>oic</b>	To: <b>Planning</b>
<b>Action Recommended/Required:</b> <input type="checkbox"/> For Action <input type="checkbox"/> For Approval <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Official Release <input type="checkbox"/> For Signature <input type="checkbox"/> For Review/ Recommendation <input type="checkbox"/> For Information, Record and File <input type="checkbox"/> For Indorsement to concerned Party(ies) <input type="checkbox"/> Return to Payee/Sender		<b>Processing Time:</b> <input type="checkbox"/> <b>Urgent</b> (w/in the day) <input type="checkbox"/> <b>Priority</b> (w/in 3 days) <input type="checkbox"/> <b>Complex</b> w/in 7 days w/in 20 days or shorter W/in ____ days or shorter
		<b>Other Instruction(s):</b> <b>Pls look into this request of CENRO</b>
Date: <b>9/19</b>	From: <b>POH</b>	To: <b>PO-11 Myn</b>
<b>Action Recommended/Required:</b> <input type="checkbox"/> For Action <input type="checkbox"/> For Approval <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Official Release <input type="checkbox"/> For Signature <input type="checkbox"/> For Review/ Recommendation <input type="checkbox"/> For Information, Record and File <input type="checkbox"/> For Indorsement to concerned Party(ies) <input type="checkbox"/> Return to Payee/Sender		<b>Processing Time:</b> <input type="checkbox"/> <b>Urgent</b> (w/in the day) <input type="checkbox"/> <b>Priority</b> (w/in 3 days) <input type="checkbox"/> <b>Complex</b> w/in 7 days w/in 20 days or shorter W/in ____ days or shorter
		<b>Other Instruction(s):</b> <b>kindly entered to</b> <b>PO.</b> <b>TH.</b>
Date: <b>9/21/22</b>	From: <b>Planning</b>	To: <b>Office of the PENRO</b>
<b>Action Recommended/Required:</b> <input type="checkbox"/> For Action <input type="checkbox"/> For Approval <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Official Release <input type="checkbox"/> For Signature <input type="checkbox"/> For Review/ Recommendation <input type="checkbox"/> For Information, Record and File <input type="checkbox"/> For Indorsement to concerned Party(ies) <input type="checkbox"/> Return to Payee/Sender		<b>Processing Time:</b> <input type="checkbox"/> <b>Urgent</b> (w/in the day) <input type="checkbox"/> <b>Priority</b> (w/in 3 days) <input type="checkbox"/> <b>Complex</b> w/in 7 days w/in 20 days or shorter W/in ____ days or shorter
		<b>Other Instruction(s):</b>
Date:	From:	To:
<b>Action Recommended/Required:</b> <input type="checkbox"/> For Action <input type="checkbox"/> For Approval <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Official Release <input type="checkbox"/> For Signature <input type="checkbox"/> For Review/ Recommendation <input type="checkbox"/> For Information, Record and File <input type="checkbox"/> For Indorsement to concerned Party(ies) <input type="checkbox"/> Return to Payee/Sender		<b>Processing Time:</b> <input type="checkbox"/> <b>Urgent</b> (w/in the day) <input type="checkbox"/> <b>Priority</b> (w/in 3 days) <input type="checkbox"/> <b>Complex</b> w/in 7 days w/in 20 days or shorter W/in ____ days or shorter
		<b>Other Instruction(s):</b>

Printed on 09/01/2022 10:40:23AM Received at: OFFICE OF THE PENRO Received by: ALMINE, ALYSSA





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph

July 22, 2022


**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer  
Coron, Palawan

**SUBJECT :** **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MR. WILSON A. ALCANTARA, JR. COVERING THE  
PERIOD OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
**RECEIVED**

BY:   
DATE: 09-07-2022 CN 22-7877

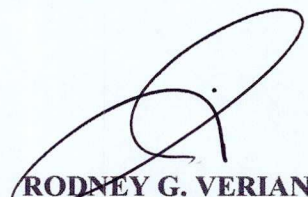
This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MR. WILSON A. ALCANTARA, JR.** as *Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- a. Conduct the actual gathering of data of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- b. Interview the land claimants to further fill in the vital information needed in the ILTP Form;
- c. Submit back the gathered data and information for encoding and updating of ILTP Form by the Encoders;
- d. Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- e. Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- f. Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of *Mr. Alcantara* is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

  
**RODNEY G. VERIAN**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph


July 22, 2022

**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer  
Coron, Palawan

**SUBJECT :** **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MR. ELMER V. DELA CRUZ COVERING THE  
PERIOD OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN REGION  
**RECEIVED**  
BY:   
DATE: 07-07-2022 CN 22-7877

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MR. ELMER V. DELA CRUZ** as *Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- a. Conduct the actual gathering of data of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- b. Interview the land claimants to further fill in the vital information needed in the ILTP Form;
- c. Submit back the gathered data and information for encoding and updating of ILTP Form by the Encoders;
- d. Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- e. Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- f. Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of **Mr. Dela Cruz** is vital and necessary to augment the manpower complement of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

  
**RODNEY G. VERIAN**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph

July 22, 2022

**MEMORANDUM**

**FOR :** The Provincial Environment and Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and Natural Resources Officer  
Coron, Palawan

**SUBJECT :** **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT OF SERVICE OF MR. ISAAC JEREH S. ECHAGUE COVERING THE PERIOD OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY: [Signature]  
DATE: 09-01-2022 CN 22-7877

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MR. ISAAC JEREH S. ECHAGUE** as *Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- Conduct the actual gathering of data of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- Interview the land claimants to further fill in the vital information needed in the ILTP Form;
- Submit back the gathered data and information for encoding and updating of ILTP Form by the Encoders;
- Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of **Mr. Echague** is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

**RODNEY G. VERIAN**

[Signature]





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph

July 22, 2022

**MEMORANDUM**

FOR : The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

FROM : The Community Environment and  
Natural Resources Officer  
Coron, Palawan

SUBJECT : **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MR. JOHN MICHAEL E. DUQUE COVERING THE  
PERIOD OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
**RECEIVED**  
BY:   
DATE: 09-01-2022 22-7877

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MR. JOHN MICHAEL E. DUQUE** as *Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- a. Conduct the actual gathering of data of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- b. Interview the land claimants to further fill in the vital information needed in the ILTP Form;
- c. Submit back the gathered data and information for encoding and updating of ILTP Form by the Encoders;
- d. Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- e. Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- f. Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of **Mr. Duque** is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

**RODNEY G. VERIAN**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph

July 22, 2022

**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer  
Coron, Palawan

**SUBJECT :** **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MR. WILLIARD B. VIZCARRA COVERING THE  
PERIOD OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
**RECEIVED**

BY:   
DATE: July 22, 2022 - 777

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MR. WILLIARD B. VIZCARRA** as *Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- Conduct the actual gathering of data of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- Interview the land claimants to further fill in the vital information needed in the ILTP Form;
- Submit back the gathered data and information for encoding and updating of ILTP Form by the Encoders;
- Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of *Mr. Vizcarra* is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

  
**RODNEY G. VERIAN**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
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Email: cenrocoron@denr.gov.ph

July 22, 2022

**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer  
Coron, Palawan

**SUBJECT :** **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MR. ELYMAR A. UY, JR. COVERING THE PERIOD  
OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY:   
DATE: 09-07-2022 22-7877

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MR. ELYMAR A. UY, JR.** as *Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- a. Conduct the actual gathering of data of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- b. Interview the land claimants to further fill in the vital information needed in the ILTP Form;
- c. Submit back the gathered data and information for encoding and updating of ILTP Form by the Encoders;
- d. Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- e. Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- f. Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of *Mr. Uy* is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

  
**RODNEY G. VERIAN**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph

July 22, 2022

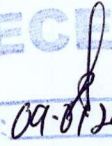
**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer  
Coron, Palawan

**SUBJECT :** **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MR. RODOLFO E. VALLEJO COVERING THE  
PERIOD OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
**RECEIVED**

BY:   
DATE: 09-01-2022 22-7877

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MR. RODOLFO E. VALLEJO** as *Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- Conduct the actual gathering of data of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- Interview the land claimants to further fill in the vital information needed in the ILTP Form;
- Submit back the gathered data and information for encoding and updating of ILTP Form by the Encoders;
- Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of *Mr. Vallejo* is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

  
**RODNEY G. VERIAN**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph

July 22, 2022


**MEMORANDUM**

FOR : The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

FROM : The Community Environment and  
Natural Resources Officer  
Coron, Palawan

SUBJECT : **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MR. ALDRIN M. PALENCIA COVERING THE  
PERIOD OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY:   
DATE: 09-01-2022 22-7877

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MR. ALDRIN M. PALENCIA** as *Enumerator for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- Conduct the actual gathering of data of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- Interview the land claimants to further fill in the vital information needed in the ILTP Form;
- Submit back the gathered data and information for encoding and updating of ILTP Form by the Encoders;
- Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of **Mr. Palencia** is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

  
**RODNEY G. VERIAN**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph

July 22, 2022


**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer  
Coron, Palawan

**SUBJECT :** **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MS. YVONNA MAY A. MAQUILING COVERING THE  
PERIOD OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY:   
DATE: 07-01-2022 2: 7877

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

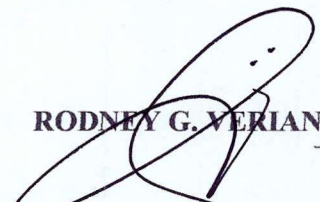
In view hereof, this Office is requesting for the hiring of contract of service of **MS. YVONNA MAY A. MAQUILING** as *Encoder for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- Collection, encoding and consolidation of gathered data from Enumerators of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- Updating and filling in the vital information needed in the ILTP Form;
- Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of *Ms. Maquiling* is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

**RODNEY G. VERIAN**







Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Poblacion 5, Coron, Palawan  
Email: cenrocoron@denr.gov.ph

July 22, 2022

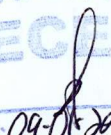
**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer  
Coron, Palawan

**SUBJECT :** **REQUEST AND JUSTIFICATION FOR THE HIRING OF CONTRACT  
OF SERVICE OF MS. NIMFA G. MACOY COVERING THE PERIOD  
OF AUGUST TO OCTOBER 2022**

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY:   
DATE: 09-01-2022 22-7877

This has reference with the Memorandum from Undersecretary Atty. Ernesto D. Adobo, Jr. pertaining with the guidelines on the hiring of contract of service for the period covering March to June 2022.

In view hereof, this Office is requesting for the hiring of contract of service of **MS. NIMFA G. MACOY** as *Encoder for Rapid Land Tenure Appraisal (RLTA) Activity* with the following job description/functions, to wit:

- Collection, encoding and consolidation of gathered data from Enumerators of their assigned barangay through house-to-house approach together with the BLGU's assistance and coordination;
- Updating and filling in the vital information needed in the ILTP Form;
- Assist in the conduct of Information and Education Campaign (IEC) re: Rapid Land Tenure Appraisal (RLTA);
- Submit weekly and monthly accomplishment reports of all activities undertaken to CENRO thru Chief of RPS for submission to PENRO; and
- Perform other functions that may assigned by the first party and other superior officers.

Please be informed that these functions are not being performed by other sections/units of CENRO Coron and no regular personnel is performing the required tasks. Thus, the services of *Ms. Macoy* is vital and necessary to augment the manpower compliment of RLTA Activity under Regulation and Permitting Section (RPS) CENRO Coron and sustain effective management, implementation and completion of assigned targets as reflected in the RLTA 2022 Work and Financial Plan.

For your information and consideration.

  
**RODNEY G. VERIAN**