



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/ 434-8791

October 24, 2022

MEMORANDUM

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

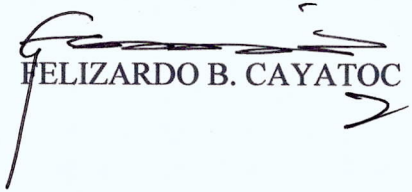
THRU : The Assistant Regional Director
for Management Services

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : REPORTING FOR DUTY OF FORESTER I LIM BRYAN M.
KUTAT AT CENRO CORON, PALAWAN

Respectfully forwarded is the memorandum dated October 18, 2022 from CENRO Coron Palawan with regards to the reporting for duty of Forester I Lim Bryan Kutat effective October 17, 2022, in compliance to the Regional Special Order No. 210 series of 2022 dated July 17, 2022.

For information and record.


FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By: GM
Date: 02 NOV 2022 22-2933



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office
Coron, Palawan
Email add: cenrocoron@denr.gov.ph

October 18, 2022

MEMORANDUM

FOR : The PENR Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC- Community Environment and
Natural Resources Officer

SUBJECT : REPORTING FOR DUTY OF FORESTER I LIM BRYAN M. KUTAT
AT CENRO-CORON, PALAWAN

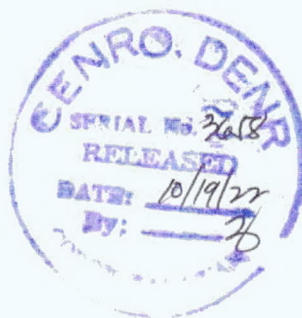
DENR PENRO
PALAWAN RECORDS
RECEIVED
BY:
DATE: 10-19-2022 22:46:25

Respectfully forwarded is the reporting for duty of Mr. Lim Bryan Kutat as Forester I of CENRO-Coron, Palawan in compliance with the Regional Special Order No. 210 Series of 2022 issued on July 27, 2022 of RED Lormelyn E. Claudio.

Please be informed that Forester Kutat has reported on the first working hour on October 17, 2022.

For information and record.

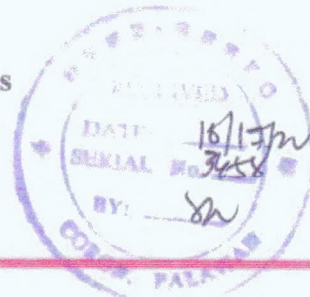
RODNEY G. VERIAN



Barangay Poblacion 5, Coron, Palawan



Republic of the Philippines
Department of Environment and Natural Resources
Community Environment and Natural Resources Office
Barangay 5, Calamianes Island, Coron, Palawan
Telephone No. +63 917 504 2633
E-mail: cenrocoron@denr.gov.ph Website: www.denr.gov.ph



MEMORANDUM

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

FROM : Lim Bryan Kutat

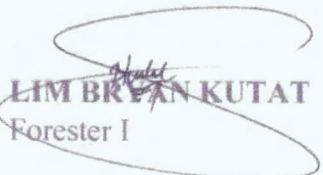
SUBJECT : **REPORTING FOR DUTY OF LIM BRYAN M. KUTAT
AS FORESTER I OF CENRO CORON, PALAWAN**

DATE : October 17, 2022

Please be informed that the undersigned reported for duty on October 17, 2022 as Forester I with item No. OSEC-DENRB-FORST1-204-1998, of CENRO Coron, Palawan as per Regional Special Order No. 210 series of 2022.

Attached herewith are the accomplished clearance and copy of Regional Special Order issued by the Regional Executive Director Lormelyn E. Claudio, CESO IV.

For information and record.


LIM BRYAN KUTAT
Forester I



REGIONAL SPECIAL ORDER

No. 210
Series of 2022

JUL 27 2022

SUBJECT: REASSIGNMENT OF SOME PERSONNEL OF CENROS AND PENRO
PALAWAN

In the interest of the service and as part of continuing organizational development of this office, the following personnel are hereby reassigned as follows:

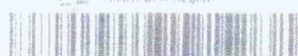
NAME/POSITION	PRESENT PLACE OF ASSIGNMENT	NEW PLACE OF ASSIGNMENT
Erwin S. Valeriano Forester I	CENRO Brooke's Point, Palawan	CENRO Quezon, Palawan
Lim Bryan M. Kutat Forester I	CENRO Puerto Princesa City	CENRO Coron
Imelda D. Sabando Engineering Aide	PENRO Palawan	CENRO Quezon

As such, they shall clear themselves from all work, property and financial responsibilities in their present place of assignments before reporting to their new assignments.

They shall inform the undersigned, through channels, of their compliance with this Order for record purposes.

This Order shall take effect immediately.


LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director



Doc ID: 9*149

CLEARANCE FORM

I PURPOSE					
			August 19, 2022 Date of Application		
TO: (Agency Name) I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: ☒ Transfer ☐ Resignation ☐ Other Mode of Separation : ☐ Retirement ☐ Leave Please specify : Effectivity/ Inclusive Period:					
Office of Assignment: DENR-CENRO, Puerto Princesa City			LIM BRYAN G. TUTAT Forester I Name and Signature of Employee		
Position/SG/Step: Forester I					
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. ARJAY M. GREGAS Forester I/OIC-Chief MES Immediate Supervisor PEDRO A. VELASCO OIC-CENRO Head of Office					
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department		Cleared	Not Clear	Name of Clearing Officer/Official	Signature
1 Administration Sector					
a. Human Resource Welfare & Assistance				MARSHA LITA P. OCAMPO EMS 11/Chief Administrative/Personnel Unit	
b. Supply and Property Procurement and Management Services				CORAZON V. AYROSO PMF/Property Custodian	
c. Records				NOVA BILLE G. VITERBO Administrative Officer I/Records Officer	
2 Library					
a. Legal Office Library		N/A	N/A	N/A	N/A
b. Library Services		N/A	N/A	N/A	N/A
3 Finance and Assets Management					
a. Accounting Unit ☐ LBP loan ☐ Coop Bank loan ☐ FOSLA loan					
b. PALAWAN DENR EMPLOYEES MULTIPURPOSE COOPERATIVE (PADEMCO)					
4 Professional and Institutional Development					
a. DENR Foreign and Local Scholarship					
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE					
a. Internal Affairs Office/Legal Affairs Office		N/A	N/A	N/A	N/A
☐ with pending administrative case ☐ with ongoing investigation (no formal charge yet)					
V CERTIFICATION					
FELIZARDO B. CAYATOC PENRO Signature Over Printed Name					

INSTRUCTIONS:

- 1 Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on maternity leave of absence shall prepare this form in quadruplicate.
- 2 This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
- 3 If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
- 4 If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirments and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
- 5 The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
- 6 Processing of clearance certificate shall follow the order of number indicated.