



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



10 October, 2022

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

THRU : The Assistant Regional Director
Management Services

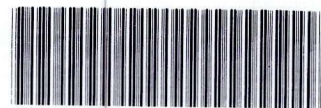
FROM : The In-Charge, Office of the PENRO
Calapan City

SUBJECT : **REPORT ON THE REPAIR AND MAINTENANCE OF
SERVICE VEHICLES AND OFFICE EQUIPMENT OF
CENRO-SOCORRO, ORIENTAL MINDORO**

Respectfully forwarded is the Memorandum of CENRO-Socorro, Oriental Mindoro regarding the submission of report on the repair and maintenance of their office service vehicles and repair and maintenance of office equipment covering the 3rd quarter of CY 2022.

For reference.


ALMA E. GIBE



DENRPENR02210000055

Tracking nos. 2210000136, 2210000135
fn:msd/admin/hr/property/gem



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

September 27, 2022

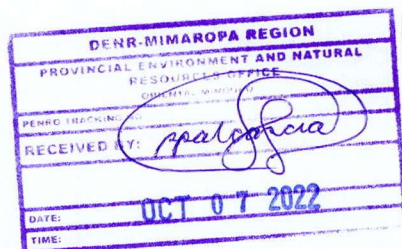
MEMORANDUM

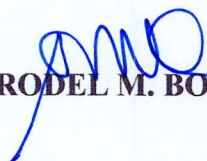
FOR : The In-charge, Office of the PENRO
FROM : The CENR Officer
SUBJECT : **SUBMISSION OF REPORT ON THE REPAIR AND MAINTENANCE OF OFFICE VEHICLES OF CENRO SOCORRO FOR THE 3RD QUARTER OF 2022**

Respectfully forwarding the report on the abovesited subject.

Please be informed that CENRO Socorro's service vehicles underwent periodic maintenance which includes change oils, renewal of GSIS insurance and/or LTO registration.

For information and record.




RODEL M. BOYLES



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

September 27, 2022

MEMORANDUM

FOR : The CENR Officer

FROM : The In-Charge, GSS

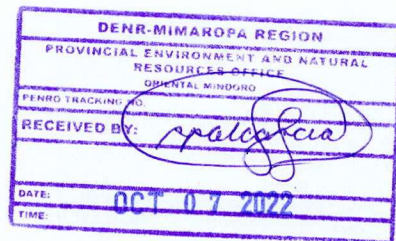
SUBJECT : **SUBMISSION OF REPORT ON THE REPAIR AND MAINTENANCE OF OFFICE VEHICLES OF CENRO SOCORRO FOR THE 3RD QUARTER OF 2022**

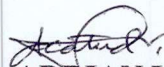
Respectfully submitting the report on abovecited subject.

Please be informed that as part of the Maintenance of CENRO Socorro's service vehicles from July 1 to date, seven (7) motorcycles underwent change oils.

Further, six (6) motorcycles was renewed of its GSIS insurance and ready for renewal of its registration in LTO while one utility vehicle (Montero Sport) will be renewed of its GSIS insurance and LTO registration.

For information and further instruction, if any.




ADRIAN V. CATUD



September 27, 2022

MEMORANDUM

FOR : The CENR Officer

FROM : The In-Charge, GSS

SUBJECT : **SUBMISSION OF REPORT ON THE REPAIR AND MAINTENANCE OF OFFICE/OTHER EQUIPMENT OF CENRO SOCORRO FOR THE 3RD QUARTER OF 2022**

Respectfully submitting the report on abovesubject.

Please be informed that the following activities were done as part of the Maintenance of CENRO Socorro's Offices and other equipment from July 1 to date.

Upon check-up of CENRO Socorro's main building air-conditioning units, one (1) of the three (3) floor-mounted units needs general repair and capacitor replacement, the second one needs motherboard replacement while the third one needs deeper analysis. Further, out of the six (6) split type units, two (2) needed motherboard replacement, another two (2) needed general repair and Freon charging while the last two (2) needed further check-ups.

Further, out of the three (3) window type of air-conditioning units at Pula Watershed Office, one (1) needs capacitor replacement, the other one (1) needs repair and Freon charging while the last one (1) was for disposal. Also, five (5) light bulbs were replaced in the Guesthouse. The Protected Area Management Office maintenance which includes their initiatives had replaced three (3) light bulbs, enclosed the 2nd floor of their Office including purchasing of one (1) new air-conditioning unit, had partitions in their Office, enclosed a storage room and created a directional signage for Office location.

Furthermore, there's no replacement or repair done in Monitoring Station in Calapan City Port. The repairs and/or maintenance of computers and its accessories were handled by PENRO ICT unit.

For information and further instruction, if any.


ADRIAN V. CATUD