



RED

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



August 26, 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

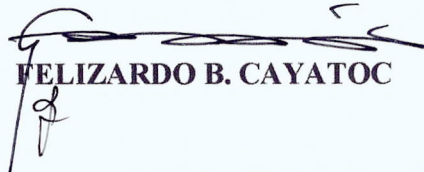
FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **REPORTING FOR DUTY TO PENRO PALAWAN,
DENR REGION IV-B PER SPECIAL ORDER NO. 2022-
588 DATED AUGUST 8, 2022 OF MS. ALMA A.
PADILLA**

This is to respectfully inform the Regional Executive Director of Ms. Alma A. Padilla's Reporting for Duty to PENRO Palawan, DENR MIMAROPA, effective on August 24, 2022 per Special Order No. 2022-588 dated August 8, 2022. Attached herewith is the copy of Ms. Padilla's Reporting for Duty dated August 16, 2022.

Please be informed that Ms. Padilla was also issued an Official Clearance of all the financial, property and work accountabilities from DENR Regional Office No. 1.

For her information, record and reference.


FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By Shae
Date: CN. 22-2366

12 SEP 2022



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.: 2022-7651

Date and Time received:

08/24/2022 09:12:07 AM

From: ALMA A. PADILLA

Document Type: Memorandums

DENR REGION 1, LA UNION

Subject: CC: REPORTING FOR DUTY TO PENRO PALAWAN, DENR REGION 1-B PER SPECIAL ORDER NO. 2022-588
DATED 8 AUGUST 2022 (MS. ALMA A. PADILLA)

Attachment(s): LETTER DATED 08-16-2022

Earmarked As :

Date: 8-24	From: PENRO	To: MSD Planning
Action Recommended/Required: <input checked="" 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		Processing Time: <input type="checkbox"/> Urgent (w/in the day) <input checked="" type="checkbox"/> Priority (w/in 3 days) <input type="checkbox"/> Complex w/in 7 days w/in 20 days or shorter W/in ____ days or shorter
Other Instruction(s): Forward action.		
Date: 8/24	From: PO-M	To: Ms Myra
Action Recommended/Required: <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		Processing Time: <input type="checkbox"/> Urgent (w/in the day) <input type="checkbox"/> Priority (w/in 3 days) <input type="checkbox"/> Complex w/in 7 days w/in 20 days or shorter W/in ____ days or shorter
Other Instruction(s): Kindly endorse this reporting on duty to CO from Regional Office signed by PENRO. Please give copy of the same to chief TSD. Thanks!		
Date: 8/26	From: Planning	To: OTP
Action Recommended/Required: <input type="checkbox"/> For Action <input type="checkbox"/> For Approval <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Official Release <input checked="" 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		Processing Time: <input type="checkbox"/> Urgent (w/in the day) <input type="checkbox"/> Priority (w/in 3 days) <input type="checkbox"/> Complex w/in 7 days w/in 20 days or shorter W/in ____ days or shorter
Other Instruction(s):		
Date:	From:	To:
Action Recommended/Required: <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		Processing Time: <input type="checkbox"/> Urgent (w/in the day) <input type="checkbox"/> Priority (w/in 3 days) <input type="checkbox"/> Complex w/in 7 days w/in 20 days or shorter W/in ____ days or shorter
Other Instruction(s):		

Printed on 08/24/2022 9:12:19AM Received at: OFFICE OF THE PENRO Received by: ALMINE, ALYSSA



PENRO
PALAWAN RECORDS
RECEIVED

BY: *[Signature]*
DATE: 08-24-2022 22-7651

MEMORANDUM

FOR : The Undersecretary
Legal, Administration, Human Resources and Legal Affairs
DENR Central Office
Visayas Ave., Diliman, Quezon City

THRU : The Director, Human Resource Development Service

FROM : EA Alma Almonte-Padilla
Surveys and Mapping Division
DENR Regional Office No. 1
Government Center, Sevilla,
City of San Fernando, La Union

SUBJECT : **REPORTING FOR DUTY TO PENRO PALAWAN,
DENR REGION IV-B PER SPECIAL ORDER NO. 2022-588
DATED 08 AUGUST 2022**

DATE : 16 August 2022

This is to respectfully inform the Undersecretary, Legal, Administration, Human Resources and Legislative Affairs, of the Undersigned's Reporting for Duty to PENRO Palawan, DENR Region IV-B MIMAROPA Region, effective on **24 August 2022** per Special Order No 2022-588 dated 08 August 2022 (Subject : Reassignment of Engineering Aide Alma Almonte-Padilla from DENR Region 1 to PENRO Palawan, DENR Region IV-B). Attached herewith is the copy of my letter addressed to PENR Officer Felizardo B. Cayatoc, PENRO Palawan (Subject : Reporting for Duty).

Undersigned was also issued Official Clearance of all the financial, property and work accountabilities from DENR Regional Office No. 1.

For the Undersecretary's information.

[Signature]
ALMA A. PADILLA

*Attachments : Copy of Reporting for Duty to PENRO Palawan
Copy of Official Clearance from DENR Regional Office No. 1*

Copy Furnished:

The Regional Executive Director, DENR RO IV-B MIMAROPA Region

The PENR Officer, PENRO Palawan

The Regional Executive Director, DENR RO 1

File



16 August 2022

FELIZARDO B. CAYATOC

PENR Officer

DENR-PENRO Palawan

Brgy. Sto. Monica, Puerto Princesa City,
Palawan

SUBJECT : REPORTING FOR DUTY

Sir :

Isang Makakalikasang Pagbati!

The Undersigned would like to respectfully inform your good Office of her reporting for duty effective on **24 August 2022** per Special Order No. 2022-558 dated 08 August 2022 (Subject : Reassignment of Engineering Aide Alma Almonte-Padilla from DENR Region 1 to PENRO Palawan, DENR-Region IV-B) issued by Atty. Ernesto D. Adobo, Jr., CESO I, Undersecretary, Legal, Administration, Human Resources and Legislative Affairs).

Attached herewith is the Official Clearance issued by DENR Regional Office No. 1 certifying that I am **ALREADY CLEARED**, of all the financial, property and work accountabilities in the Office.

As such, I shall accept all the duties and responsibilities that may be assigned to me by my superiors.

Thank you very much.

Very truly yours,

EA ALMA A. PADILLA

Attachment : Official Clearance form DENR RO 1

Copy Furnished:

The Undersecretary, Legal, Administration, Human Resources and Legal Affairs
(Attention : The Human Resource Development Service)

The Regional Executive Director, DENR RO IV-B MIMAROPA Region

The Regional Executive Director, DENR RO 1

File



CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that based from records of this Office, **ALMA A. PADILLA** has the following accumulated leave credits as of July 31, 2022:

VACATION LEAVE-----	18.547
SICK LEAVE -----	<u>12.750</u>
TOTAL :	31.297

This Certification is issued to **Ms. Padilla** for whatever legal purpose it may serve.

Done this 12th day of August 2022 at DENR Regional Office I, City of San Fernando, La Union.


MARY ANN N. ESCOTO
Chief, Administrative Division

*Join the National Greening Program
Plant Trees*

Tel Nos. (072)700-1693; (072)888-2975

Website: <http://www.r1.denr.gov.ph>

Email Add: r1@denr.gov.ph; denr1ored@yahoo.com



Republic of the Philippines
Department of Environment and Natural Resources

OFFICE CLEARANCE

I PURPOSE					
TO: Department of Environment and Natural Resources I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave of Absence Please specify: <u>REASSIGNMENT</u> Effectivity / Inclusive Period: <u>August 24, 2022</u>					
Office of Assignment: <u>DENR-SMD-TS</u> Position / SG / Step: <u>Engineering Aide</u>	 ALMA A. PADILLA Name and Signature of Employee				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> ENGR. RAYMUNDO C. GAYO, DPA <small>OIC, Assistant Regional Director for Management Services</small> </div> <div style="width: 45%; text-align: center;"> ATTY. CRIZALDY M. BARCELO, CESO III <small>Head of Office</small> </div> </div>					
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department	Cleared	Not Cleared	Amount / Remarks	Name of Clearing Officer/Official	Signature
Property and Work-related Accountabilities					
1. Property and Supply Management Division / Section / Unit				CEZANNE G. ORALLO	
2. Records Management Division / Section / Unit				IMELDA F. GALVEZ	
3. Personnel Division / Section / Unit				MA. ROWENA E. VERDE	
a. Leave of Absence w/o Pay				MA. ROWENA E. VERDE	
b. Salary Overpayments				MA. ROWENA E. VERDE	
c. Personnel Records				ALMA C. PANEDA	
d. Exit SALN				EVELYN O. FERNANDEZ	
4. Scholarship				GEMMA B. DACANAY	
a. Local					
b. Foreign					
Financial Accountabilities					
5. Accounting Division / Section / Unit				MIRASOL E. ADRIAS, CPA	
a. Bond/Cash Advance (SDO)					
b. Unliquidated Travel	✓				
c. Accounts Receivable					
d. Audit Disallowances					
6. Loans					
a. Multi-Purpose Cooperative				NORIEL G. NISPEROS	
b. FOSLA				EVELYN O. FERNANDEZ	
c. Land Bank of the Philippines				ALMA C. PANEDA	
d. Development Bank of the Philippines				FLAVIANO P. PACPACO	
7. Library				RENELITA A. SANTOS	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Division / Legal Division / Unit				ATTY. CLARO E. RAMOLETE, JR.	
<input type="checkbox"/> with pending administrative case					
<input type="checkbox"/> with ongoing investigation (no formal charge yet)					
V CERTIFICATION					
 ATTY. CRIZALDY M. BARCELO, CESO III Signature over Printed Name of Agency Head / Authorized Official					