



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

RECEIVED  
14 SEP 2022

<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
SPECIAL ORDER NO. 588	
DATED AUGUST 8, 2022	

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 \_\_\_\_\_  
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 N-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 Review/ <input type="checkbox"/> For Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Information, Record and File <input type="checkbox"/> For Official Release <input type="checkbox"/> For Indorsement to concerned Party(ies) <input type="checkbox"/> For Signature <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): <i>Forward action</i>		
Date: 8/24	From: PO-11	To: Ms Myrs
Action Recommended/Required: <input type="checkbox"/> For Action <input type="checkbox"/> For Review/ <input type="checkbox"/> For Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Information, Record and File <input type="checkbox"/> For Official Release <input type="checkbox"/> For Indorsement to concerned Party(ies) <input type="checkbox"/> For Signature <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): <i>Kindly endorse this reporting for duty to CO thru Regional Office + signed by PENRO. Please give copy to the same to Chief TSD. thanks!</i>		
Date: 8/24	From: Planning	To: OTP
Action Recommended/Required: <input type="checkbox"/> For Action <input type="checkbox"/> For Review/ <input type="checkbox"/> For Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Information, Record and File <input type="checkbox"/> For Official Release <input type="checkbox"/> For Indorsement to concerned Party(ies) <input checked="" type="checkbox"/> For Signature <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
Date:	From:	To:
Action Recommended/Required: <input type="checkbox"/> For Action <input type="checkbox"/> For Review/ <input type="checkbox"/> For Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> For Disbursement/ Payment <input type="checkbox"/> For Information, Record and File <input type="checkbox"/> For Official Release <input type="checkbox"/> For Indorsement to concerned Party(ies) <input type="checkbox"/> For Signature <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



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Government Center, Sevilla, City of San Fernando, La Union  
Tel. No. (072)700-1693; Fax. No. (072)888-3833  
PENRO  
PALAWAN RECORDS  
RECEIVED

BY: \_\_\_\_\_  
DATE: 08-24-2022 CN 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

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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.

  
**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*



Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
Government Center, Sevilla, City of San Fernando, La Union  
Tel. No. (072)700-1693; Fax. No. (072)888-3833

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***



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Regional Office No. 1  
Government Center, Sevilla, San Fernando City, La Union

## **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:

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

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

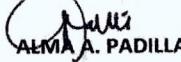
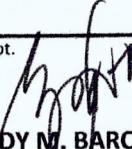
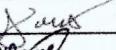
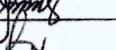
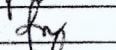
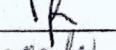
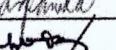
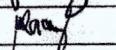
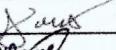
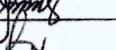
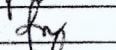
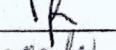
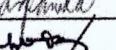
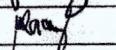
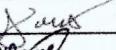
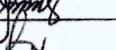
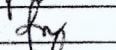
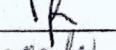
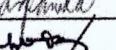
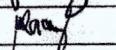
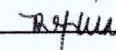
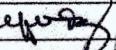
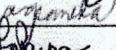
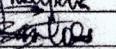
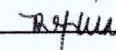
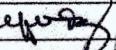
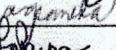
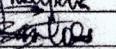
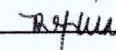
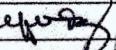
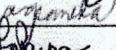
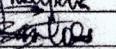
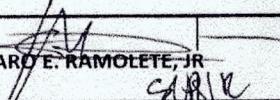
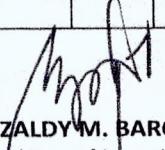
Done this 12<sup>th</sup> day of August 2022 at DENR Regional Office I, City of San Fernando, La Union.



**MARY ANN N. ESCOTO**  
Chief, Administrative Division

Republic of the Philippines  
Department of Environment and Natural Resources

## OFFICE CLEARANCE

<b>I PURPOSE</b> 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>						11-Aug-22 Date of Application																																																																								
Office of Assignment: <b>DENR-SMD-TS</b> Position / SG / Step: <u>Engineering Aide</u>			 <b>ALMA A. PADILLA</b> Name and Signature of Employee																																																																											
<b>II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b> We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.						 <b>ATTY. CRIZALDY M. BARCELO, CESO III</b> Head of Office																																																																								
<b>III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b> <table border="1"> <thead> <tr> <th>Name of Unit/Office/Department</th> <th>Cleared</th> <th>Not Cleared</th> <th>Amount / Remarks</th> <th>Name of Clearing Officer/Official</th> <th>Signature</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;"><b>Property and Work-related Accountabilities</b></td> </tr> <tr> <td>1. Property and Supply Management Division /Section / Unit</td> <td></td> <td></td> <td></td> <td>CEZANNE G. ORALLO</td> <td></td> </tr> <tr> <td>2. Records Management Division / Section / Unit</td> <td></td> <td></td> <td></td> <td>IMELDA F. GALVEZ</td> <td></td> </tr> <tr> <td>3. Personnel Division / Section / Unit</td> <td></td> <td></td> <td></td> <td>MA. ROWENA E. VERDE</td> <td></td> </tr> <tr> <td>a. Leave of Absence w/o Pay</td> <td></td> <td></td> <td></td> <td>MA. ROWENA E. VERDE</td> <td></td> </tr> <tr> <td>b. Salary Overpayments</td> <td></td> <td></td> <td></td> <td>MA. ROWENA E. VERDE</td> <td></td> </tr> <tr> <td>c. Personnel Records</td> <td></td> <td></td> <td></td> <td>ALMA C. PANEDA</td> <td></td> </tr> <tr> <td>d. Exit SALN</td> <td></td> <td></td> <td></td> <td>EVELYN O. FERNANDEZ</td> <td></td> </tr> <tr> <td>4. Scholarship</td> <td></td> <td></td> <td></td> <td>GEMMA B. DACANAY</td> <td></td> </tr> <tr> <td>a. Local</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b. Foreign</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Name of Unit/Office/Department	Cleared	Not Cleared	Amount / Remarks	Name of Clearing Officer/Official	Signature	<b>Property and Work-related Accountabilities</b>						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						
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<b>Financial Accountabilities</b> <table border="1"> <tbody> <tr> <td>5. Accounting Division / Section / Unit</td> <td></td> <td></td> <td></td> <td>MIRASOL E. ADRIAS, CPA</td> <td></td> </tr> <tr> <td>a. Bond/Cash Advance (SDO)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b. Unliquidated Travel</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c. Accounts Receivable</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>d. Audit Disallowances</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6. Loans</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>a. Multi-Purpose Cooperative</td> <td></td> <td></td> <td></td> <td>NORIEL G. NISPEROS</td> <td></td> </tr> <tr> <td>b. FOSLA</td> <td></td> <td></td> <td></td> <td>EVELYN O. FERNANDEZ</td> <td></td> </tr> <tr> <td>c. Land Bank of the Philippines</td> <td></td> <td></td> <td></td> <td>ALMA C. PANEDA</td> <td></td> </tr> <tr> <td>d. Development Bank of the Philippines</td> <td></td> <td></td> <td></td> <td>FLAVIANO P. PACPACO</td> <td></td> </tr> <tr> <td>7. Library</td> <td></td> <td></td> <td></td> <td>RENELITA A. SANTOS</td> <td></td> </tr> </tbody> </table>						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								
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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																																																																										
<b>IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b> a. Internal Affairs Division / Legal Division / Unit <input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)						<b>ATTY. CLARO E. RAMOLETE, JR</b> 																																																																								
<b>V CERTIFICATION</b>  <b>ATTY. CRIZALDY M. BARCELO, CESO III</b> Signature over Printed Name of Agency Head / Authorized Official																																																																														