



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26



MEMORANDUM

FOR : The Regional Executive Director
DENR Region IVB
1515 L&S Bldg., Roxas Blvd., Manila

FROM : The OIC Director
Human Resource Development Service

SUBJECT : **REQUEST FOR REASSIGNMENT OF ADMINISTRATIVE OFFICER I VENICE ANGELA D. VIROS FROM THE PLANNING, MANAGEMENT AND SUPPORT SECTION, CENRO ROXAS, ORIENTAL MINDORO, DENR REGION IVB TO CENRO BATANGAS CITY, DENR-REGION IVA**

DATE : 09 September 2022

This refers to the Memorandum dated 01 September 2022 from Administrative Officer I Venice Angela D. Viros, requesting for reassignment from the Planning, Management and Support Section, CENRO Roxas, Oriental Mindoro, DENR Region IVB to CENRO Batangas, DENR Region IVA. Ms. Viros requested to be with her family in view of certain circumstances as stated in her Memorandum for the Secreary.

May we seek your comments on the request.

M. M. M.
MIRIAM M. MARCELO

☐ Approved ☐ Disapproved

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director
DENR Region IVB



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

Community Environment and Natural Resources Office

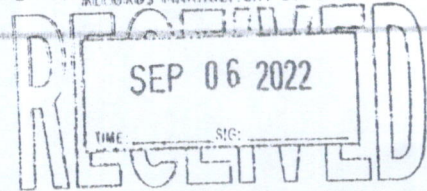
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DEPT. OF ENVIRONMENT AND NATURAL RESOURCES
RECORDS MANAGEMENT DIVISION



MEMORANDUM

FOR : The Secretary

THRU : The Undersecretary for Legal, Administration, Human Resources and Legislative Affairs

FROM : Administrative Officer I (Records Officer)

DATE : September 1, 2022

SUBJECT : **REQUEST FOR TRANSFER OF WORK STATION FROM
CENRO ROXAS, ORIENTAL MINDORO TO DENR
CALABARZON**

This refers to my present work station at DENR CENRO Roxas, Oriental Mindoro. I am Venice Angela D. Viros, Administrative Officer I (Records Officer) under Planning, Management and Support Section of DENR CENRO Roxas, Oriental Mindoro.

I left my family in Ibaan, Batangas last 2013 and started to work at DENR PENRO Calapan City, Oriental Mindoro on March 1, 2013 as contractual employee. In 2015, the rationalization plan of the DENR was implemented. Fortunately, I was given a permanent employment under my current office, CENRO Roxas.

Last October 2021, I was assaulted by a coworker who is a Superior Officer during office hours. The said incident emotionally and mentally draining me due to trauma. Also, this greatly aggravated my capacity to uphold the best quality of my work.

I have already filed a complaint to the Civil Service Commission for assistance and hoping that everything will be given due course.

At present, I am still exposed to bullying. This prompted me to think that in order to avoid any confrontation and to prevent the incident to happen again, I finally decided to write this request.

In this regard, I am requesting from your good office to allow me to transfer from my present work station to DENR CALABARZON preferably CENRO Lipa. I do believe that my family's presence would help me recover from a traumatic event that happened to me in my current office.

For information and consideration.


VENICE ANGELA D. VIROS