March 29, 2023

## **MEMORANDUM**

FOR

The Regional Executive Director

MIMAROPA Region

THRU

The Assistant Regional Director

Management Services Division

**FROM** 

The OIC-PENRO

Calapan City

**SUBJECT** 

REPORT ON THE REPAIR AND MAINTENANCE OF

OFFICE/OTHER EQUIPMENT OF CENRO-SOCORRO

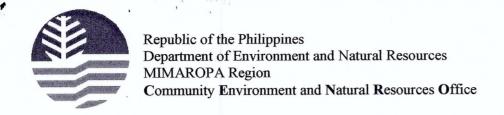
FOR THE 1ST QUARTER OF 2023

Respectfully forwarded is the Memorandum of CENRO-Socorro, Oriental Mindoro regarding the report on the repair and maintenance of office and equipment covering the 1st quarter period of CY 2023.

Replacement of light bulbs and maintenance/repair of ICT equipment were the activities undertaken.

For information and record.

Tracking no. 2303000774 fn:msd/admin/hr/property/gem



**MEMORANDUM** 

**FOR** 

The OIC - PENR Officer

**FROM** 

The CENR Officer

**SUBJECT** 

SUBMISSION OF REPORT ON THE REPAIR AND

DENR-MIMAROPA REGION

MAINTENANCE OF OFFICE/OTHER EQUIPMENT OF

CENRO SOCORRO FOR THE 1<sup>ST</sup> QUARTER OF 2023

Respectfully forwarding the report on the abovecited subject.

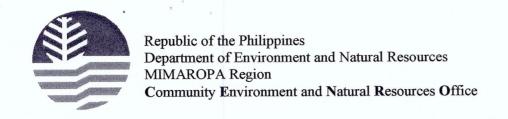
Please be informed that CENRO Socorro is conducting "5S Day" every last Friday of the month as part of Environmental Management System (EMS).

Further, the repair/check-up of computers, accessories and equipment were undertaken by either PENRO ICT Unit or Cartographer I Jay Wilhem Zeus Lourd Kaibigan.

For information and record.

RODEL M. BOYLES

March 27, 2023



March 27, 2023

## **MEMORANDUM**

**FOR** 

The CENR Officer

**FROM** 

The In-Charge, GSU

**SUBJECT** 

SUBMISSION OF REPORT ON THE REPAIR AND MAINTENANCE OF OFFICE/OTHER EQUIPMENT OF

CENRO SOCORRO FOR THE 1ST QUARTER OF 2023

Respectfully submitting the report on abovecited subject.

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

- CENRO Socorro's Main Building

- Replacement of the five (5) light bulbs.

- Checkup and cleaning of two (2) window type air-conditioning units wherein one unit is for disposal.
- PAMO, Guesthouse and Watershed
  - Replacement of four (4) light bulbs in PAMO.
  - Replacement of two (2) light bulbs in Watershed/Multipurpose building.
- Calapan City Port Monitoring Station
  - Replacement of one (1) light bulb.

Further, the Office is conducting "5S Day" every last Friday of the month as part of Environmental Management System (EMS) while the repair/check-up of computers including its accessories and other equipment were being undertaken from time to time by PENRO ICT Unit and Cartographer I Jay Wilhem Zeus Lourd Kaibigan.

For information and further instruction, if any.

ADRIAN V. CATUD