



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

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.


ALAN L. VALLE



Tracking no. 2303000774
[fn:msd/admin/hr/property/gem](#)



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

March 27, 2023

MEMORANDUM

FOR : The OIC - PENR Officer

FROM : The CENR Officer

SUBJECT : SUBMISSION OF REPORT ON THE REPAIR AND MAINTENANCE OF OFFICE/OTHER EQUIPMENT OF CENRO SOCORRO FOR THE 1ST QUARTER OF 2023

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENRO TRACKING NO.	
RECEIVED BY:	<i>[Signature]</i>
DATE:	MAR 28 2023
TIME:	

Respectfully forwarding the report on the abovesubject.

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.

[Signature]
RODEL M. BOYLES



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 abovesited 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