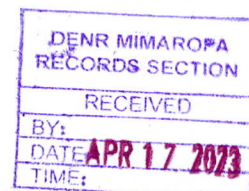




Republic of the Philippines  
Department of Environment and Natural Resources  
**Region IV- MIMAROPA**  
Provincial Environment and Natural Resources Office



March 30, 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 VEHICLES OF CENRO-SOCORRO FOR THE  
1<sup>ST</sup> QUARTER OF 2023**

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

Maintenance, replacement of timing belt and repair of clutch lining were undertaken on their utility vehicle. Periodic maintenance on motorcycle vehicles were also undertaken.

For information and record.

ALAN VALLE



Tracking no. 2303000775  
<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 VEHICLES OF CENRO SOCORRO FOR THE 1<sup>ST</sup> 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 abovecited subject.

Please be informed that eight (8) of the ten (10) motorcycles are serviceable while the other two (2) will be put up for repairs. One (1) utility vehicle underwent periodic maintenance which includes repair clutch lining and replacement of timing belt.

Further, renewal of its GSIS insurance and LTO registration were done from time to time.

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

Respectfully submitting the report on abovesited subject.

Please be informed that eight (8) of the ten (10) motorcycles are working and underwent change oils while the other two (2) were not working and need to undergo major repairs. One of it was for renewal of its LTO registration but wasn't ready since it needs repairs. Most of the working motorcycles need to change tires and/or replacement of chain and sprocket set.

Further, one (1) of the two (2) serviceable utility vehicles underwent replacement of oil while the other one underwent periodic maintenance which includes repair clutch lining and replacement of timing belt.

For information and further instruction, if any.

  
**ADRIAN V. CATUD**