



**Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA**

February 13, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
1515 DENR By the Bay Building, Roxas Blvd.,
Brgy 668, Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR ISSUANCE OF SPECIAL ORDER TO CHIEF,
ACCOUNTING SECTION / ACCOUNTANT III DONEBELLE S.
MESINA AS IN-CHARGE, OFFICE OF THE MANAGEMENT
SERVICES DIVISION**

This Office would like to request for the issuance of a Special Order due to official travels of Chief, Management Services Division in Manila to attend Capacity Enhancement on ISO 9001:2015 of DENR MIMAROPA Officials and Key QMS Players on February 15-18, 2023.

In order to ensure continuous functioning and supervision of vital targets of the Division, Chief, Accounting Section / Accountant III Donebelle S. Mesina is recommended for such designation while Chief, MSD is not around.

Attached is the draft Special Order.

For information and issuance of corresponding special order.


ERNESTO E. TAÑADA



**Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA**

REGIONAL SPECIAL ORDER

No. 2023 - _____

**SUBJECT : DESIGNATION OF CHIEF, ACCOUNTING SECTION /
ACCOUNTANT III DONEBELLE S. MESINA AS IN-
CHARGE, OFFICE OF THE MANAGEMENT SERVICES
DIVISION**

In the interest of the service and in view of the official travel of Chief, Management Services Division Abe R. Francisco to Manila to attend Capacity Enhancement on ISO 9001:2015 of DENR MIMAROPA Officials and Key QMS Players on February 15-18, 2023, Chief, Accounting Section / Accountant III Donebelle S. Mesina is hereby designated as In-Charge, Office of the Management Services Division.

As such, she shall act on urgent and routinary matters and attend meetings, conference and the likes where the presence of Chief, MSD is necessary. She shall sign as follows:

“For and in the Absence of the Chief, Management Services Division:

DONEBELLE S. MESINA
Chief, Accounting Section / Accountant III

A report on action taken/carried out by the In-Charge shall be submitted to the undersigned, copy furnished the Chief, MSD, for information and record.

This Order shall take effect on the duration of the said travel.