



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Region IV-MIMAROPA *104*

**OUTGOING**  
Received by: [Signature]  
Date: 2/14/2023

FOR : **THE REGIONAL EXECUTIVE DIRECTOR**  
MIMAROPA REGION  
Roxas Blvd., Ermita, Manila

THRU: Assistant Regional Director for Management Services

FROM : **THE OIC, PENR OFFICER**  
Odiongan, Romblon

SUBJECT : **REQUEST FOR THE ISSUANCE OF SPECIAL ORDER TO CREDIT OFFICER I DOLLY JANE F. FALCUTILA AS OIC, BUDGET OFFICER WHILE ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II) JENNIFER C. ANASTACIO IS ON MATERNITY LEAVE**

**DENR MIMAROPA  
RECORDS SECTION  
RECEIVED**

**FEB 21 2023**

☐ INCOMING ☐ OUTGOING  
BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_  
TIME: \_\_\_\_\_

DATE : February 13, 2023

In the interest of the service and in order not to hamper the smooth operation of the Finance Section, we are respectfully endorsing **Credit Officer I DOLLY JANE F. FALCUTILA** as the OIC, Budget Officer while **Budget Officer II JENNIFER C. ANASTACIO** is on maternity leave effective anytime this March 2023. As OIC, Budget Officer Ms. Falcultia shall perform the following duties and responsibilities effective upon the start of Ms. Anastacio's maternity leave until upon her return;

1. Shall sign on BOX B of Obligation Request Status (ORS) and certify that allotment is available and obligated for the purpose.
2. Prepare the monthly Financial Monitoring Report (FMR) for submission to the Regional Office
3. Prepare and submit the monthly and quarterly Financial Accountability Reports (FARs) to COA and Regional Office.
4. Update the different Registry of Allotment, Obligations and Disbursements (RAOD).
5. Prepare other interim reports as maybe required by the higher authorities.

In view of this, may we request for the issuance of Regional Special Order to CREDIT OFFICER I DOLLY F. FALCUTILA as OIC, Budget Officer.

[Signature]  
**ARNOLDO A. BLAZA JR.**

DENR-Romblon  
Odiongan, Romblon  
Tel. No. 567-5030





Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
Region IV-MIMAROPA *124-A*

FOR : **THE REGIONAL EXECUTIVE DIRECTOR**  
MIMAROPA REGION  
Roxas Blvd., Ermita, Manila

THRU: Assistant Regional Director for Management Services

FROM : **THE OIC, PENR OFFICER**  
Odiongan, Romblon

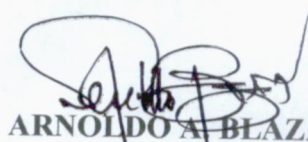
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