



**MEMORANDUM ORDER**

No. 02  
Series of 2023

FEB 08 2023

**TO :** OFFICIALS AND EMPLOYEES  
REGION, PENR, CENR OFFICE  
REGULAR, CASUAL AND CONTRACT OF SERVICE

**FROM :** THE REGIONAL EXECUTIVE DIRECTOR

**SUBJECT :** USE OF THE DENR MIMAROPA HOSTEL BY DENR  
OFFICIALS AND PERSONNEL (PERMANENT, CASUAL,  
CONTRACTUAL AND CONTRACT OF SERVICE)

**DATE :**

In order to properly maintain and rationalize the use of the DENR-MIMAROPA hostel located at the 2<sup>nd</sup> floor of the DENR by the Bay Building, the following rules and regulations on its use/availment are hereby issued:

1. Register during office hours at the General Services Section (GSS), Administrative Division at least three (3) days before actual occupancy. Look for Engr. Jovel Lamigo or Mr. Romeo P. Ibarrientos. You may also communicate with them at 09663475349 and 09432097524, respectively.
2. A minimal fee of Two Hundred Pesos (PHP200.00) per day of occupancy is imposed to cover maintenance and upkeep of the facility. However, only One Hundred Fifty Pesos (PHP150.00) per day shall be charged to those who prefer to bring their own beddings.
3. Hostel guests shall bring their own toiletries, towels, slippers, and other personal effects.
4. Employees from field offices on official business shall be accorded priority use.
5. All hostel guests must strictly observe the following:
  - 5.1 Daily upkeep of the room;
  - 5.2 IATF and DOH-prescribed minimum health protocols;
  - 5.3 Report water leaks, busted lights and other maintenance problems/concerns encountered during the stay; and
  - 5.4 Immediately Report to the GSS any COVID19 symptoms being experienced.
6. The following activities are strictly prohibited:
  - 6.1 Cooking or heating of food inside the room;
  - 6.2 Smoking of any form, including vape, e-cigarettes, etc.;
  - 6.3 Drinking liquor and/or alcoholic beverage;
  - 6.4 Gambling;
  - 6.5 Washing and ironing of clothes;

- 6.6 Accepting visitors;
- 6.7 Leaving garbage and left over foods; and
- 6.8 Leaving/Depositing of belongings inside the hostel without informing the GSS personnel.

For strict compliance.



**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director



Department of Environment  
and Natural Resources  
MIMAROPA Region



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