



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

January 5, 2023

**MEMORANDUM**

**FOR : The Regional Executive Director**  
**MIMAROPA Region**

**THRU : The Assistant Regional Director**  
**Management Services**

**FROM : The OIC-PENRO**  
**Calapan City**

**SUBJECT : SUBMISSION OF REPORT ON THE REPAIR AND**  
**MAINTENANCE OF OFFICE AND EQUIPMENT FOR**  
**THE 4<sup>TH</sup> QUARTER OF CENRO-SOCORRO, ORIENTAL**  
**MINDORO**

Respectfully forwarded is the Memorandum of CENRO-Socorro, Oriental Mindoro regarding the submission of report on the repair and maintenance of office and equipment covering the 4<sup>th</sup> quarter period of CY 2022.

Repair and maintenance of IT equipment was conducted by PENRO ICT Unit. In the part of building maintenance, defective light bulbs were replaced. There is an on-going construction of Senior Citizens and PWD waiting area.

Overall maintenance of building and equipment were effectively managed and conducted.

For reference and guidance.

  
ALAN VALLE



Tracking nos. 2301000045 & 2301000046  
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Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office

December 22, 2022

**MEMORANDUM**

**FOR :** The OIC - PENRO

**FROM :** The CENR Officer

**SUBJECT :** **SUBMISSION OF REPORT ON THE REPAIR AND MAINTENANCE OF OFFICE/OTHER EQUIPMENT OF CENRO SOCORRO FOR THE 4<sup>TH</sup> QUARTER OF 2022**

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENRO TRACKING NO.	
RECEIVED BY:	<i>ML</i>
DATE:	1-5-23
TIME:	

Respectfully forwarding the report on the abovesited subject.

Please be informed that most of the maintenance conducted in CENRO Socorro's Offices was merely replacements of light bulbs.

Further, the check-up and repairs of computers, printers, accessories and equipment were undertaken by PENRO ICT Unit.

Thru the initiative of the undersigned, a waiting area for senior citizens and person with disabilities is under construction.

For information and record.

  
**RODEL M. BOYLES**



December 22, 2022

**MEMORANDUM**

**FOR :** The CENR Officer

**FROM :** The In-Charge, GSS

**SUBJECT :** **SUBMISSION OF REPORT ON THE REPAIR AND MAINTENANCE OF OFFICE/OTHER EQUIPMENT OF CENRO SOCORRO FOR THE 4<sup>TH</sup> QUARTER OF 2022**

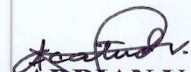
Respectfully submitting the report on abovesubject.

Please be informed that from October 1 to date, there were no major activities done as part of the Maintenance of CENRO Socorro's Offices and other equipment. Mostly was replacement of light bulbs.

Further, the repairs and/or maintenance of computers and its accessories including printers were handled by PENRO ICT unit.

Thru the initiative of CENRO Rodel M. Boyles, a waiting area for senior citizens and person with disabilities is under construction.

For information and further instruction, if any.

  
**ADRIAN V. CATUD**