



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

DENR MIMAROPA	
RECORDS SECTION	
RECEIVED	
BY: <i>per</i>	
DATE: <i>June 14, 2023</i>	
TIME: <i>10:00 AM</i>	

June 14, 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 : **TURN OVER OF WORK LOAD AND RESPONSIBILITIES OF
SENIOR ECOSYSTEM MANAGEMENT SPECIALIST (SEMS)
FE M. RAGUINDIN AS SEMS/GAD FOCAL PERSON**

Please be inform that Senior Ecosystem Management Specialist (SEMS) Fe M. Raguindin will be compulsory retired on December 2023. With this, this Office interposes no objection to her request.

Lastly, may we respectfully request for issuance of Regional Special Order to Planning Officer III/PASu MCWS Arlene V. Francisco to be the GAD Focal Person of CENRO Sablayan, Occidental Mindoro as she is the next highest female ranking official in the said CENRO.

For information and consideration.


ERNESTO E. TAÑADA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

May 23, 2023

MEMORANDUM

FOR : The OIC, PENR Office
DENR Mamburao, Occidental Mindoro

FROM : The CENR Officer
Sablayan, Occidental Mindoro

SUBJECT : TURN OVER OF WORK LOAD AND RESPONSIBILITIES OF
SENIOR ECOSYSTEM MANAGEMENT SPECIALIST (SEMS) FE M.
RAGUINDIN AS SEMS/GAD FOCAL PERSON

RECORDED

Date: 5-24-23

By: 9

Respectfully forwarded is the Memorandum dated May 16, 2023 of Senior Ecoms Fe M. Raguindin, GAD Focal Person of CENRO Sablayan regarding the turnover of work load and responsibilities in preparation to her mandatory retirement on December 2023.

The office finds her request acceptable to give her ample time to prepare all the necessary documents in relation to her retirement. Likewise, about her proposed plan to be assigned/transferred in the Department, be it known that we have no objection.

For information, evaluation and approval.


FOR. ANASTACIO A. SANTOS, MPA

RECORDS	
RECEIVED BY: <u>AKS</u>	DATE: <u>5/23</u> TIME: <u>11:30</u>
RELEASED BY: _____	DATE: _____ TIME: _____

PENRO	
RECEIVED BY: <u>A</u>	DATE: <u>5/23</u> TIME: <u>8:35am</u>
RELEASED BY: _____	DATE: _____ TIME: _____



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

May 16, 2023

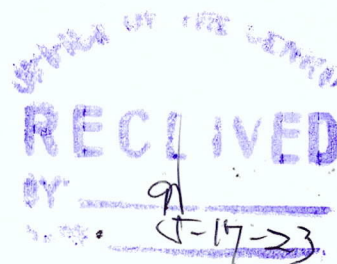
MEMORANDUM

FOR : The OIC, PENR OFFICER
DENR Mamburao, Occidental Mindoro

THRU : The CENR Officer
Sablayan, Occidental Mindoro

FROM : SEMS/GAD Focal Person FE M. RAGUINDIN

SUBJECT : **TURN OVER OF WORK LOAD AND RESPONSIBILITIES**



Please be informed that the undersigned shall be separated from government service thru compulsory retirement on December 2023. Since September 2021 to present, I was assign under Office of the CENRO but was not given any technical responsibilities. Since then, I was performing only Gender and Development (GAD) activities.


My upcoming compulsory retirement is more than six (6) month from now. With my present situation in the work place including my health condition, I decided to turn over my remaining work load and responsibilities to pave the way of the next employee who will handle the task and most of all to protect myself against stress that might cause severe health conditions if continuously provoke.

Further, last May 4, 2023, Ms. Angelika D. Flores, a hired GAD Staff of CENRO Sablayan resigned. Please find attached copy of her resignation. Due to her resignation, CENRO Sablayan accepted the application of Ms. Lianne R. Pacasit purposely to replace her as GAD staff. The said application was referred to me for evaluation and comment.

With regards to the application of Ms. Pacasit, base on my evaluation is qualified for the position she is applying for, but for the decision of hiring her is suggested to be based on your evaluation and standard.

Lastly, my request is to consider my humble prayer to allow me to spend my remaining months in the Department working on my retirement documents to facilitate peaceful exit from the government service.

For your evaluation and kind consideration.


FE M. RAGUINDIN



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

May 23, 2023

MEMORANDUM

FOR : The OIC, PENR Office
DENR Mamburao, Occidental Mindoro

FROM : The CENR Officer
Sablayan, Occidental Mindoro

SUBJECT : TURN OVER OF WORK LOAD AND RESPONSIBILITIES OF
SENIOR ECOSYSTEM MANAGEMENT SPECIALIST (SEMS) FE M.
RAGUINDIN AS SEMS/GAD FOCAL PERSON

RECORDED

Date: May 24-23

By: [Signature]

Respectfully forwarded is the Memorandum dated May 16, 2023 of Senior Ecoms Fe M. Raguindin, GAD Focal Person of CENRO Sablayan regarding the turnover of work load and responsibilities in preparation to her mandatory retirement on December 2023.

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For information, evaluation and approval.

FOR. ANASTACIO A. SANTOS, MPA

RECORDS	
RECEIVED BY: <u>m</u>	
DATE: <u>5/25</u>	TIME: <u>4:00</u>
RELEASED BY: _____	
DATE: _____	TIME: _____



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

May 16, 2023

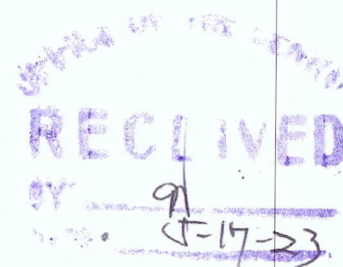
MEMORANDUM

FOR : The OIC, PENR OFFICER
DENR Mamburao, Occidental Mindoro

THRU : The CENR Officer
Sablayan, Occidental Mindoro

FROM : SEMS/GAD Focal Person FE M. RAGUINDIN

SUBJECT : **TURN OVER OF WORK LOAD AND RESPONSIBILITIES**



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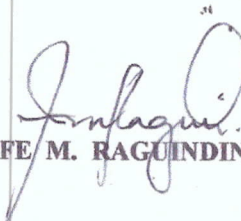
My upcoming compulsory retirement is more than six (6) month from now. With my present situation in the work place including my health condition, I decided to turn over my remaining work load and responsibilities to pave the way of the next employee who will handle the task and most of all to protect myself against stress that might cause severe health conditions if continuously provoke.

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FE M. RAGUINDIN