



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

June 26, 2023

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

THRU : The Assistant Regional Director
Management Services

FROM : The OIC, PENRO
Calapan City

SUBJECT : REPORT ON THE REPAIR AND MAINTENANCE OF
VEHICLES, BUILDING AND EQUIPMENT AT PENRO
ORIENTAL MINDORO

Please be informed that this office has conducted repair and maintenance of vehicles, equipment and building covering the month of June, 2023.

Attached are photo documentation during undertaking of the repair and maintenance.

For reference.


ALAN VALLE





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

June 22, 2023

MEMORANDUM

FOR : The OIC, PENRO
Calapan City

THRU : The Chief, Planning

FROM : The Chief, GSU
PENRO - Calapan City

SUBJECT : REPORT ON THE REPAIR AND MAINTENANCE OF
BUILDING AND EQUIPMENT AT PENR OFFICE, SUQUI
CALAPAN CITY, ORIENTAL MINDORO COVERING THE
PERIOD OF JUNE, 2023

Please be informed that repair and maintenance of building and equipment were conducted covering the period of June, 2023 under General Services Unit.

Cleaning and unclogging of rain gutters were undertaken in order to have a good flow of rain water through downspouts and gutters.

Repair and maintenance of air-conditioning unit of the IT Room were also undertaken during this period.

Attached are photo documentations of the activities undertaken.

For reference.

NESTOR N. CUASAY





Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Provincial Environment and Natural Resources

JOB REQUEST

June 16, 2023

The Provincial Environment and Natural Resources Officer
Department of Environment and Natural Resources
Calapan City

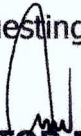
Madam:

Approval for undertaking job/activities indicated below is hereby requested:


JOB DESCRIPTION	Price Ceiling (ABC)	PURPOSE
To provide labor service and materials for repair and maintenance of one (1) air-conditioning unit at IT Room of PENRO Calapan City, Oriental Mindoro	Php 2,000.00	For the maintenance of PENR Office Equipment.

I certify that the job order in undertaking the above activities are necessary and will be used solely for the purpose stated/above.

Requesting Officer:

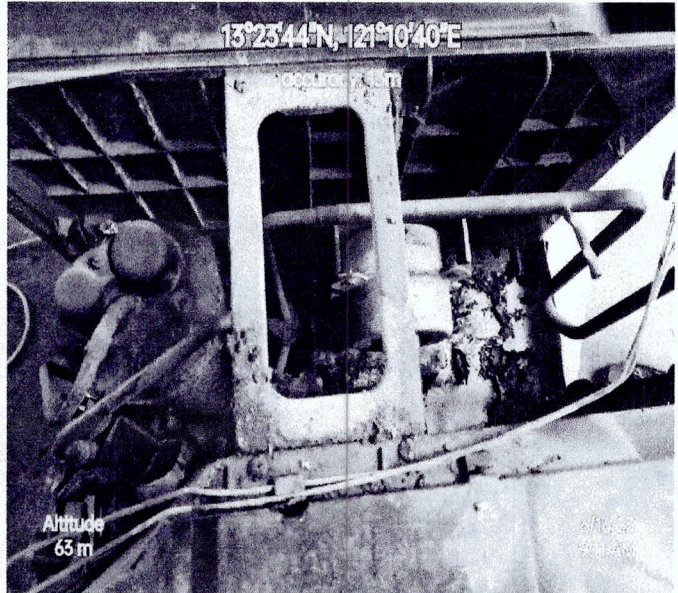
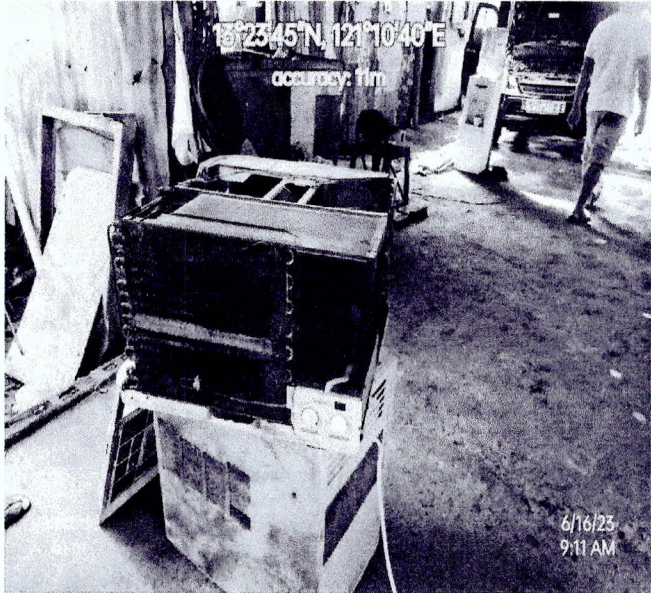

NESTOR N. CUASAY
In-Charge, GSU/Asst. MSD

Recommending Approval:


MARICEL V. SUPLEO
Chief, Management Services Division

Approved:


ALAN L. VALLE
OIC-PENR Officer



Repair and maintenance of air-conditioning unit of the IT Room



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

June 22, 2023

MEMORANDUM

FOR : The OIC, PENRO
Calapan City

THRU : The Chief, Planning

FROM : The Chief, GSU
PENRO - Calapan City

SUBJECT : REPORT ON THE REPAIR AND MAINTENANCE OF
SERVICE VEHICLES AT PENRO ORIENTAL MINDORO

Please be informed that this office has conducted maintenance of service vehicles covering the period of June, 2023.

Attached are photocopies of service slips by the service provider of the Office as proof of services undertaken during the period.

For reference.


NESTORN. CUASAY



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Provincial Environment and Natural Resources
Suqui, Calapan City, Oriental Mindoro

GAS/ SERVICE SLIP

Control No. 2023-06214 fyp.

NAME OF DRIVER

REYNALDO DE Ocampo

PLATE No.

SK 7544

DATE ISSUED

JUNE 5, 2023

GAS ADD'L

GASOLINE

5 LITERS

DIESEL

OTHERS

OIL/OTHER PRODUCTS

- (1) OIL

2T

GEAR OIL

BRAKE FLUID

OIL FILTER

OTHERS. Pls. specify

complete service

change oil

washing & greasing

APPROVED BY:

ALAN L. VALLE
OIC-PENRO



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

Provincial Environment and Natural Resources
Suqui, Calapan City, Oriental Mindoro

GAS/ SERVICE SLIP

Control No. 2023-06-219 Jg.

NAME OF DRIVER Kenneth P. P. P.

PLATE No. U103-030246 DATE ISSUED JUNE 7, 2023

GAS ADD'L _____

GASOLINE 10 LITERS

DIESEL _____

OTHERS. _____

OIL/OTHER PRODUCTS - 10W (1) OIL

2T _____

GEAR OIL _____

BRAKE FLUID _____

OIL FILTER _____

OTHERS. Pls. specify _____

_____ complete service

_____ change oil

_____ washing & greasing

APPROVED BY:

ALAN L. VALLE
OID- PENRO 9