

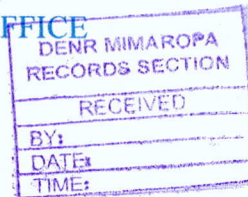


Republic of the Philippines  
**Department of Environment and Natural Resources**  
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE  
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : [penropalawan@denr.gov.ph](mailto:penropalawan@denr.gov.ph)

TelFax No. (048) 433-5638/ 434-8791



June 9, 2023

**MEMORANDUM**

**FOR :** THE REGIONAL EXECUTIVE DIRECTOR  
DENR – MIMAROPA Region  
1515 DENR By The Bay Building, Roxas Boulevard  
Barangay 668, Ermita, Manila

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

**FROM :** The Provincial Environment and  
Natural Resources Officer

**SUBJECT :** **TRAVEL ORDER RE: ALTERNATIVE DISPUTE  
RESOLUTION (ADR) BASIC SKILLS TRAINING (Document  
Routing Slip No. C-2023110140)**

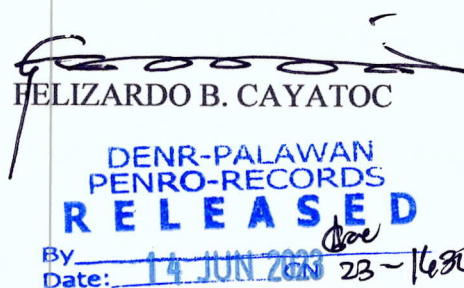
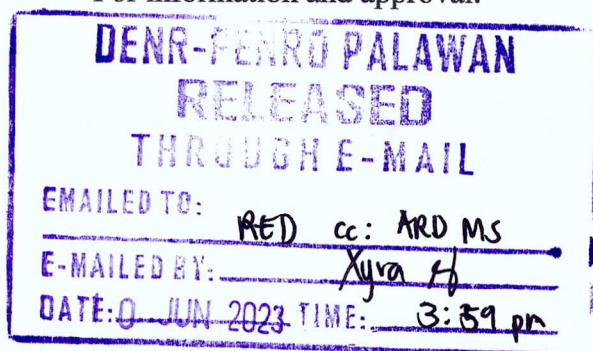
This is in connection to the official travel of LMO II/Chief RPS Rosalyn S. Jasmin of CENRO Quezon, Palawan, covering the period from May 5-14, 2023.

Please be informed that the travel is purely official and in compliance to DENR Special Order No. 2023-158.

Due to the distance of PENR Office to the Regional Office, the subject Travel Order reached the Regional Office beyond the travel period. Accordingly, the said Travel Order is still pending for signature of concerned DENR MIMAROPA officials and requires written explanation, hence this justification.

In this regard, it is respectfully requested that the said Travel Order be considered. Details of explanation and proof of travel are contained in the attached report of travel of LMO II Rosalyn S. Jasmin who attended the ADR Basic Skills Training.

For information and approval.





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
National Highway, Brgy. Alfonso XIII, Quezon, Palawan  
Contact Number: 0917-160-4920  
Email: cenroquezon@denr.gov.ph

May 30, 2023

**MEMORANDUM**

**FOR :** The Provincial Environment and Natural Resources Officer

**FROM :** The Community Environment and Natural Resources Officer  
CENRO Quezon, Palawan

**SUBJECT :** **TRAVEL ORDER RE: ALTERNATIVE DISPUTE RESOLUTION (ADR) BASIC SKILLS TRAINING (Document Routing Slip No. C-2023-110140)**

**DENR PENRO  
PALAWAN RECORDS  
RECEIVED**  
BY:   
DATE: 11-31-2023 23-4985

In connection to your verbal instruction to submit justification regarding the Travel Order dated May 5-14, 2023, forwarded is the explanation of LMO II Rosalyn S. Jasmin, along with its enclosures.

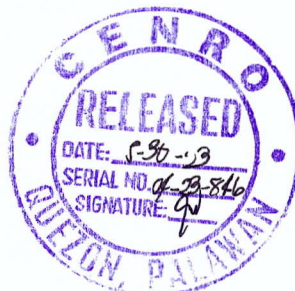
Please be informed that OIC, CENRO and Concurrent PASu-MMPL Renato S. Gonzaga hand-carried the document to PENRO Sta. Monica, Puerto Princesa City on May 3, 2023 for PENRO's initial and eventual submission to the Regional Office, thru channel.

According to PENR Office, the subject Travel Order was included in the box of voluminous vouchers and payrolls bound for the Regional office, *sent through courier*, for signature of the assigned Accountant.

Somewhere went wrong, such that the document reached the concerned official/s beyond the coverage of the said travel.

Inasmuch as she actually travelled in compliance to DENR Special Order No. 2023-158, it is respectfully requested that the said Travel Order be signed/approved in order not to hamper submission of Office' DTR and be able to claim corresponding reimbursement of incidental travelling expenses subject to usual accounting procedures.

For your information and consideration.



MA. TERESA V. AYSON  
SREMS/ADMO-IV  
In - Charge of Office



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
National Highway, Brgy. Alfonso XIII, Quezon, Palawan  
Contact Number: 0917-160-4920  
Email: cenroquezon@denr.gov.ph

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May 30, 2023

**MEMORANDUM**

**FOR** : The Community Environment and  
Natural Resources Officer

**FROM** : LMO II ROSALYN S. JASMIN

**SUBJECT** : **TRAVEL ORDER RE: ALTERNATIVE DISPUTE RESOLUTION  
(ADR) BASIC SKILLS TRAINING (Document Routing Slip No.  
C-2023-110140)**

This pertains to your verbal instruction for me to submit justification regarding my Travel Order dated May 5-14, 2023.

Please be informed that OIC, CENRO and Concurrent PASu-MMPL Renato S. Gonzaga hand-carried my Travel Order to PENRO Sta. Monica, Puerto Princesa City on May 3, 2023 for PENRO's initial and eventual submission, *thru channel*, to the Regional Office.

It appearing that the said T.O. did not reach the concerned personnel/officials of the Regional Office on due time, reason that concerned official/s refuse to affix initial/and or signature on the subject document.

The undersigned will not be able to submit her DTR on time and cannot reimburse incidental travelling expenses unless approved Travel Order is attached.

In this regard, it is respectfully requested that the said Travel Order be signed/approved considering that she actually attended the scheduled training per DENR Special Order No. 2023-158.

Attached are copy of DENR Special Order No. 2023-158, Certificate of Completion and Appearances.

For your information and consideration.

  
ROSALYN S. JASMIN



Department of Environment and Natural Resources  
Regional Office No. IV-A (CALABARZON)  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
**CALACA CITY**

**CERTIFICATE OF APPEARANCE**

TO WHOM IT MAY CONCERN:

This is to certify that Mr. /Mrs. /Ms. ROSALYN S. JASMIN has personally appeared in this Office/Station/Municipality of \_\_\_\_\_ for the purpose of attending ADR Basic Skills Training / Mediation Training Program which appearance lasted for 7 days from May 7, 2023 to May 13, 2023.

This certification is issued upon the request of Mr./Mrs./Ms. Rosalyn S. Jasmin in connection with the standing auditing regulations provided for under Republic Act No. 3847 duly implemented by GAO Cir. No. 88-A for the purpose of establishing the evidence and duration of his appearance thereat, the truth of which is vouchsafe and guaranteed by the undersigned.

Place of Execution: R-IV-A  
Date of Execution: May 13, 2023

ISAGATO AMATORIO  
Certifying Officer  
OIC-CENR OFFICER  
Position  
DENR-CENRO Calaca  
Office



Republic of the Philippines

**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, 1106 Quezon City

Tel Nos. 926-6626 to 29; 929-6633 to 35

929-7041 to 43; 929-6252; 929-1669

Website: <http://www.denr.gov.ph> E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph)

**CERTIFICATE OF APPEARANCE**

This is to certify that Mr. / Ms. ROSALYN S. JASMIN has personally appeared at  
for the purpose(s): ADR Basic Skills Training/  
Mediation Training Program on May 7-12, 2023.

This Certification is issued upon request of Mr./Ms. Rosalyn S. Jasmin in  
compliance with the standing auditing regulations as provided under Republic Act No. 3847 duly  
implemented by General Circular no. 88 – A dated August 29, 1964 duly amended by General Circular 127  
dated November 27, 1973 pursuant to Presidential Decree No. 334 for the purpose of establishing the  
evidence and duration of this appearance here at the truth of which is hereby vouchsafed and guaranteed by  
the undersigned.

Place of Execution: DENR

Date of Execution: May 13, 2023

*Paulo M. Dones*  
**ATTY. PAULO ENRICO M. DONES**  
Head, ADR Committee Secretariat  
Legal Affairs Service



The Conflict Resolution Group Foundation, Inc.

presents this

# CERTIFICATE OF PARTICIPATION

to

*Rosalyn S. Jasmin*

Following your participation to the 40-Hour Mediation Training Program entitled  
**VALUES-BASED MEDIATION: A Mediation Course Designed for**  
**Professional Mediation Practitioners of the Department of Environment and Natural Resources**  
held on May 8 to 12, 2023 at the Canyon Woods Resort Club, Laurel, Batangas

Given this 12<sup>th</sup> day of May 2023 at the Canyon Woods Resort Club, Laurel, Batangas.

  
**Mia Theresa Q. Corpus**  
Executive Director  
The Conflict Resolution Group Foundation, Inc.