



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

DENR MIMAROPA  
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BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_

TIME: \_\_\_\_\_

May 19, 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
1515 DENR By the Bay Building, Roxas Blvd.,  
Barangay 668, Ermita, Manila

THRU : The Assistant Regional Director  
Management Services

FROM : The OIC, PENR Officer

SUBJECT : DESIGNATED FOCAL PERSON FOR THE REGIONAL  
CITIZEN'S CHARTER FORMULATION

This is in connection to the memorandum dated 16 May 2023 regarding the submission of the name of the designated Citizen's Charter Focal Person to participate in the consultation workshop happening on the last week of May 2023 pursuant to the Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2020-07 and in compliance to the memorandum dated 12 April 2023 of the Director for Legal Affairs Service, and Head of the DENR CO Sub-CART on Citizen's Charter (CC).

Relative hereto, the following are the designated Citizen's Charter Focal Person of the DENR- Occidental Mindoro.

OFFICE	NAME	POSITION
PENRO	Michelle B. Umali	Planning Officer II
CENRO SABLAYAN	Mercy A. Fianza	Forester I
CENRO SAN JOSE	Ritchel C. Alvarado	ADA VI

For information and record.

  
ERNESTO E. TAÑADA



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For information and record.

  
ERNESTO E. TAÑADA





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Department of Environment and Natural Resources  
MIMAROPA Region

MEMORANDUM

TO : ALL PENR OFFICERS  
ALL CENR OFFICERS  
ALL REGIONAL OFFICE DIVISION CHIEFS  
THE REGIONAL NGP COORDINATOR  
THE CHIEF, RSCIG

FROM : THE ASSISTANT REGIONAL DIRECTOR  
Management Services

SUBJECT : DESIGNATED FOCAL PERSON FOR THE REGIONAL  
CITIZEN'S CHARTER FORMULATION

DATE : 16 May 2023

Pursuant to the Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2020-07 which requires, among others, government offices to undergo evaluation and improvement of all their services, and re-engineer the same, and in compliance to the memorandum dated 12 April 2023 of the Director for Legal Affairs Service, and Head of the DENR CO Sub-CART on Citizen's Charter (CC), the regional office will carry out the review and updating of the Regional Citizen's Charter. To facilitate this, a consultation-workshop will be carried out on the last week of May 2023.

In this regard, kindly submit the name of your designated Citizen's Charter Focal Person on or before May 19, 2023 to the Planning and Management Division (PMD) thru [pmd\\_mimar4b@yahoo.com.ph](mailto:pmd_mimar4b@yahoo.com.ph) or [mcs.pmdmimaropa@gmail.com](mailto:mcs.pmdmimaropa@gmail.com).

Your utmost cooperation and immediate action is requested.

Digitally signed by  
Gordove Donna  
Mayor  
Date: 2023.05.16  
21:34:12 +08'00'

DONNA MAYOR-GORDOVE, CESO IV

RECORDS

5/19

DATE: TIME:

cc: ARD for Technical Services

MSD

161-12

RECEIVED BY: [Signature]

DATE: 5/19/23 TIME: 4:35

RELEASED BY:

DATE: TIME:

1515 DENR by the Bay Bldg., Roxas Boulevard, Barangay 668, Ermita, Manila 1000  
DENR VOIP: (02) 8248-33671 848-3468/ 849-3367 loc 2701  
Website: <http://mimaropa.denr.gov.ph>  
Email: [mimaroparegion@denr.gov.ph](mailto:mimaroparegion@denr.gov.ph)

5/19/23

4:39pm