



Republic of the Philippines  
Department of Environment and Natural Resources

MIMAROPA Region

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Bgy. Sta. Monica, Puerto Princesa City, Palawan

Telfax No. (048) 434 - 8791

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

DENR MIMAROPA  
RECORDS SECTION  
**RECEIVED**

**MAR 10 2023**

☐ INCOMING ☐ OUTGOING  
BY: Rueg DATE NO. \_\_\_\_\_  
TIME: \_\_\_\_\_

March 3, 2023

**MEMORANDUM**

**FOR :** The Regional Executive Director  
DENR MIMAROPA Region  
1515 DENR By the Bay Building, Roxas Boulevard,  
Barangay 668, Ermita, Manila

**THRU :** The OIC, ARD for Technical Services

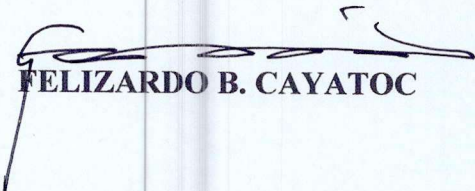
**FROM :** The Provincial Environment and  
Natural Resources Officer

**SUBJECT :** ACCOMPLISHMENT REPORT ON ACTIVITY PER WFP RE:  
SUSTAINABLE IMPLEMENTATION OF LAWIN FOREST  
BIODIVERSITY PROTECTION SYSTEM, ITEM B. HIRING  
OF FOREST PROTECTION OFFICERS (FPO)

Respectfully forwarded is the memorandum of CENRO Taytay, Palawan dated February 17, 2023 relative the above subject.

Per memorandum, there were Five (5) Forest Protection Officers hired for 1<sup>st</sup> to 2<sup>nd</sup> quarter of FY 2023.

For information and further instruction.

  
FELIZARDO B. CAYATOC

Copy Furnished:  
CENRO Taytay, Palawan  
<cenrotaytay@denr.gov.ph>  
KVE/MES Doc. No. 2023-1678

DENR-PALAWAN  
PENRO-RECORDS  
**RELEASED**  
By: Rueg  
Date: 06 MAR 2023 CN 2023-537





Republic of the Philippines  
Department of Environment and Natural Resources  
Region IV- MIMAROPA  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
5312 Taytay, Palawan  
by the National Highway, Poblacion, Taytay, Palawan  
emailad:cenrotaytay@denr.gov.ph  
Contact Nos: 0912-171-3889 (Talk and Text) 0926-505-9335 (TM)

DENR CENRO  
PALAWAN RECORDS  
RECEIVED

February 17, 2023

MEMORANDUM

BY:   
DATE: 11-28-2023 CN 23-11678

FOR : The Provincial and Natural Resources Officer-Palawan  
FROM : The Community Environment and Natural Resources Officer  
SUBJECT : ACCOMPLISHMENT REPORT ON ACTIVITY PER WFP

<b>Activity:</b> Sustainable Implementation of LAWIN Forest and Biodiversity Protection System, Item <i>b. Hiring of Forest Protection Officers (FPOs)</i>				
<b>Performance Indicator:</b> Five (5) Forest Protection Officers hired				
<b>Frequency of submission:</b> Five (5) Forest Protection Officers reported for 1 <sup>st</sup> to 4 <sup>th</sup> Quarter				
<b>Current submission:</b> Memorandum of Forester I Michael I. Marasigan, Chief of Enforcement and Monitoring Section, dated February 17, 2023 and corresponding to CN 1079 in the eDATS enumerating the following names as hired Forest Protection Officer: 1) Jayvee L. Balerite, 2) Jomare R. Macapubre, 3) Marlon S. Paulo, 4) Nikolai Olivier G. Orendain, and 5) Doegracias M. Vasquez, Jr.				
<b>Attachment:</b> Respective Contract of Service and respectively numbered 2023-02-091, 2023-02-03-090, 2022-02-03-089, 2023-02-03-094, and 2023-02-03-087 all dated January 3, 2023 and all notarized on February 2, 2023 before Atty Mark Anthony D. Garraez of Puerto Princesa City. Respective Job Order are also attached identically numbered as the respective Contract of Service.				
<b>Gender and Development (GaD) data</b>	Male = 5 Female -0 LGBTQ+=0 Prefer not to say			
<b>Age Grouping</b>	60 and above	18-59	17 and below	TOTAL
	0	5	0	5
<b>Environmental Management System (EMS Compliance)</b>	✓ Compliant to 5S organization techniques (SORT – keep only necessary items, SET IN ORDER – arrange items to promote efficient workflow, SHINE – clean the work area so it is neat and tidy, STANDARDIZE, and SUSTAIN – maintain and review standard)			

This is our **Means of Verification (MoV)** on the activity. Please confirm your receipt hereof. Thank you.

DENR CENRO  
TAYTAY, PALAWAN  
RELEASED  
BY:   
DATE: FEB 17 2023 CN 754

For an in the absence of the CENRO:

2-17  
**MARIANO P. LILANG, JR.**  
Development Management Officer IV  
In-charge, Office of the CENRO  
pursuant to DAO 2022-09, page 3

Copy furnished:  
EMS Chief





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
**Sta. Monica, Puerto Princesa City**

January 3, 2023

**JOB ORDER**

TO: **JAYVEE L. BALERITE**  
**TAYTAY, PALAWAN**

2023 02 03 - 091

Sir:

Please perform the following job/work activities on a daily basis for the period from January 3, 2023 to June 30, 2023 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 51, 000.00 or 8,500.00/ month**

1. Conduct forest LAWIN patrol including surveillance and detection of illegal activities within the municipal jurisdiction of Taytay and El Nido, Palawan;
2. Assist in the apprehension of illegal mangrove and forest products gathered/ cut/ collected including equipment's, machines and tools including conveyances used;
3. Assist and act as witness, if necessary in apprehensions, administrative hearing and filing of environmental case/s in court, if evidence/s so warrants;
4. Submit spot, progress, and periodic accomplishment report to the CENRO for consolidation; and
5. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges except payment for the total costs of the job indicated above.

This JOB ORDER may be terminated any time the job order as specified is not performed satisfactorily.

The source of fund of this JOB ORDER is from **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN** as per ABM/letter of advice of allotment No. \_\_\_\_\_ dated \_\_\_\_\_ and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

REQUESTING/RECOMMENDING OFFICER:

**JAYVEE L. BALERITE**

**CONRADO M. CORPUZ**  
CENR Officer

CERTIFIED AND RECORDED BY:

CERTIFIED AS TO APPROPRIATION:

**WAMALAYDA S. TALABUCON**  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

**MERLIE V. DE JESUS**  
AO IV/ Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

APPROVED:

**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

**FELIZARDO B. CAYATOC**  
PENR Officer





CONTRACT OF SERVICE

**KNOW TO ALL MEN BY THESE PRESENTS:**

This contract made and entered into by and between:

2023-07-03-091

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) PENRO, PALAWAN, a national government agency with office address at Brgy. Sta. Monica, Puerto Princesa City, Palawan, represented by **FELIZARDO B. CAYATOC**, in his capacity as Provincial Environment and Natural Resources Officer of PENRO-PALAWAN, herein referred to as the FIRST PARTY.

-and-

**JAYVEE L. BALERITE**, of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, Palawan, hereinafter referred to as the SECOND PARTY.

**WITNESSETH:**

**WHEREAS**, the First Party is in need of the services of the Second Party who shall perform the work not performed by the permanent personnel of the First Party;

**WHEREAS**, the Second Party possesses the education, experience, and skills required to render the services needed by the latter;

**WHEREAS**, the Second Party has signified his intention, to which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that he is not related within the third degree of consanguinity of affinity to the 1) hiring authority; and or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; and he has not reached the compulsory retirement age of sixty five (65) years;

**WHEREAS**, it is understood that this Contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be credited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party;

**WHEREAS**, the Second Party shall perform work at a time and schedule to be determined by the First Party including but not limited to conducting field work activities, attending trainings/workshops, meetings and other activities;

**NOW, THEREFORE**, both parties agree to the following;

**Section 1.** That this Contract shall cover the period January 3, 2023 to June 30, 2023, subject to Section 6 hereof;

**Section 2.** The Second Party is hereby contracted as Forest Protection Officer and shall perform the following:

- a. Conduct forest LAWIN patrol including surveillance and detection of illegal activities within the municipal jurisdiction of Taytay and El Nido, Palawan;
- b. Assist in the apprehension of illegal mangrove and forest products gathered/ cut/ collected including equipment's, machines and tools including conveyances used;
- c. Assist and act as witness, if necessary in apprehensions, administrative hearing and filing of environmental case/s in court, if evidence/s so warrants;



- d. Submit spot, progress, and periodic accomplishment report to the CENRO for consolidation; and
- e. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Eight Thousand Five Hundred (P 8,500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN**.

In case of absence/s of the Second Party, the basis of deduction from the salary shall be the daily rate.

Subject to the availability of funds, the salary of the Second Party shall be paid within the first week of the succeeding month provided that all documentary requirements were submitted on time.

Monthly remittance such as Philhealth and PAG-IBIG shall be voluntarily remitted by the Second Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before July 15, 2023.

For the purpose of payment for services rendered, the Second Party shall submit the following to the Administrative Division:

- a. Detailed accomplishment report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

**Section 5.** If travel is necessary and recommended by his immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN**, subject to the usual accounting and auditing rules and procedures.

**Section 6.** This Contract may be terminated:

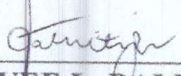
- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipsa facto*, by reason of supervening events such as the issuance of lawful orders, rules and regulations and similar issuances.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this January 3, 2023 in Puerto Princesa City, Philippines.

DENR-PENRO, PALAWAN


BY:

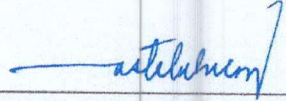
  
**FELIZARDO B. CAYATOC**  
FIRST PARTY

  
**JAYVEE L. BALERITE**  
SECOND PARTY



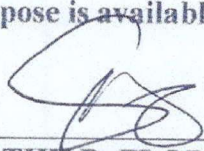
Signed in the presence of:

  
CONRADO M. CORPUZ  
CENRO

  
WAMALAYDA S. TALABUCON  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

**Certificate of Availability of Funds:**

This is to certify that fund for this purpose is available:

  
CATHY R. FLORES  
Accountant 1

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF PALAWAN) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Competent Evidence of Identity	Date/Place of Issue
1. FELIZARDO B. CAYATOC	135-057-174(TN)	
2. JAYVEE L. BALERITE	10928286	January 9, 2023/ Taytay, Palawan

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

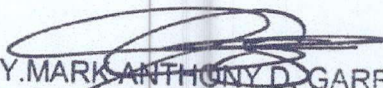
This instrument consists of four (4) pages including this page wherein this Acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 02 FEB 2023 day of \_\_\_\_\_, 2023  
at Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2023



  
ATTY. MARK ANTHONY D. GARRAEZ  
NOTARY PUBLIC - PPC & PALAWAN  
NPL NO. 2022-048; UNTIL 12/31/23  
ROLL NO. 76593  
IBP OR NO. 259100; 01/03/2023; PASIG CITY  
PTR NO. 2950218L; 01/03/2023; PPC  
MCLE NO. Newiy Admitted 05/05/22  
SAN PEDRO, PPC/ 09171863513





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
**Sta. Monica, Puerto Princesa City**

January 3, 2023

**JOB ORDER**

TO: **JOMARE R. MACAPUBRE**  
**TAYTAY, PALAWAN**

7073-02-03 - 090

Sir:

Please perform the following job/work activities on a daily basis for the period from January 3, 2023 to June 30, 2023 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 51, 000.00 or 8,500.00/ month**

1. Conduct forest LAWIN patrol including surveillance and detection of illegal activities within the municipal jurisdiction of Taytay and El Nido, Palawan;
2. Assist in the apprehension of illegal mangrove and forest products gathered/ cut/ collected including equipment's, machines and tools including conveyances used;
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CONFORME:

**JOMARE R. MACAPUBRE**

REQUESTING/RECOMMENDING OFFICER:

**CONRADO M. CORPUZ**  
CENR Officer

CERTIFIED AND RECORDED BY:

**WAMALAYDA S. TALABUCON**  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

CERTIFIED AS TO APPROPRIATION:

**MERLIE V. DE JESUS**  
AO IV/ Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

**FELIZARDO B. CAYATOC**  
DENR Officer





CONTRACT OF SERVICE

**KNOW TO ALL MEN BY THESE PRESENTS:**

This contract made and entered into by and between:

2023-02-02-090

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) PENRO, PALAWAN, a national government agency with office address at Brgy. Sta. Monica, Puerto Princesa City, Palawan, represented by **FELIZARDO B. CAYATOC**, in his capacity as Provincial Environment and Natural Resources Officer of PENRO-PALAWAN, herein referred to as the FIRST PARTY.

-and-

**JOMARE R. MACAPUBRE**, of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, Palawan, hereinafter referred to as the SECOND PARTY.

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**WHEREAS**, it is understood that this Contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be credited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party;

**WHEREAS**, the Second Party shall perform work at a time and schedule to be determined by the First Party including but not limited to conducting field work activities, attending trainings/workshops, meetings and other activities;

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- d. Submit spot, progress, and periodic accomplishment report to the CENRO for consolidation; and
- e. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

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For the purpose of payment for services rendered, the Second Party shall submit the following to the Administrative Division:

- a. Detailed accomplishment report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

**Section 5.** If travel is necessary and recommended by his immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN**, subject to the usual accounting and auditing rules and procedures.

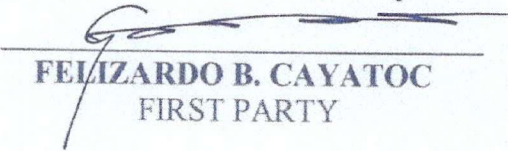
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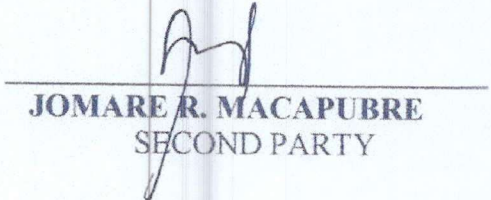
- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipsa facto*, by reason of supervening events such as the issuance of lawful orders, rules and regulations and similar issuances.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this January 3, 2023 in Puerto Princesa City, Philippines.

DENR-PENRO, PALAWAN

BY:

  
**FELIZARDO B. CAYATOC**  
FIRST PARTY

  
**JOMARE R. MACAPUBRE**  
SECOND PARTY



Signed in the presence of:

CONRADO M. CORPUZ  
CENRO

WAMALAYDA S. TALABUCON  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

Certificate of Availability of Funds:

This is to certify that fund for this purpose is available:

CATHY R. FLORES  
Accountant 1

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF PALAWAN) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Competent Evidence of Identity	Date/Place of Issue
1. FELIZARDO B. CAYATOC	125-057-174(TIN)	
2. JOMARE R. MACAPUBRE	10928285	January 9, 2023/ Taytay, Palawan

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this Acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 02 FEB 2023 of 2023  
at Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc. No. 462  
Page No. 100  
Book No. 111  
Series of 2023



ATTY. MARK ANTHONY D. GARRAEZ  
NOTARY PUBLIC - PPC & PALAWAN  
NPL NO. 2022-048; UNTIL 12/31/23  
ROLL NO. 76593

IBP OR NO. 259100; 01/03/2023; PASIG CITY  
PTR NO. 2950218L; 01/03/2023; PPC  
MCLE NO. Newiy Admitted 05/05/22  
SAN PEDRO, PPC/ 09171863513





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
**Sta. Monica, Puerto Princesa City**

January 3, 2023

**JOB ORDER**

TO: **NIKOLAI OLIVIER G. ORENDAIN**  
**TAYTAY, PALAWAN**

2023-02-03-094

Sir:

Please perform the following job/work activities on a daily basis for the period from January 3, 2023 to June 30, 2023 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

JOB SPECIFICATIONS	TOTAL COST: P 51, 000.00 or 8,500.00/ month
<ol style="list-style-type: none"><li>1. Conduct forest LAWIN patrol including surveillance and detection of illegal activities within the municipal jurisdiction of Taytay and El Nido, Palawan;</li><li>2. Assist in the apprehension of illegal mangrove and forest products gathered/ cut/ collected including equipment's, machines and tools including conveyances used;</li><li>3. Assist and act as witness, if necessary in apprehensions, administrative hearing and filing of environmental case/s in court, if evidence/s so warrants;</li><li>4. Submit spot, progress, and periodic accomplishment report to the CENRO for consolidation; and</li><li>5. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.</li></ol>	

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges except payment for the total costs of the job indicated above.


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The source of fund of this JOB ORDER is from **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN** as per ABM/letter of advice of allotment No. \_\_\_\_\_ dated \_\_\_\_\_ and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

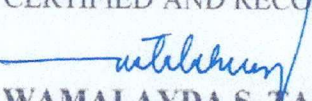
REQUESTING/RECOMMENDING OFFICER:


  
**NIKOLAI OLIVIER G. ORENDAIN**

  
**CONRADO M. CORPUZ**  
CENR Officer

CERTIFIED AND RECORDED BY:

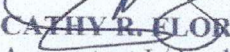
CERTIFIED AS TO APPROPRIATION:

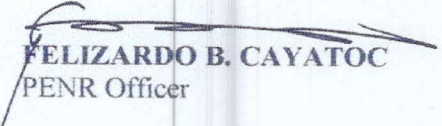
  
**WAMALAYDA S. TALABUCON**  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

  
**MERLIE V. DE JESUS**  
AO IV/ Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

APPROVED:

  
**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

  
**FELIZARDO B. CAYATOC**  
PENR Officer





CONTRACT OF SERVICE

**KNOW TO ALL MEN BY THESE PRESENTS:**

This contract made and entered into by and between:

7213-02-03-094

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) PENRO, PALAWAN, a national government agency with office address at Brgy. Sta. Monica, Puerto Princesa City, Palawan, represented by **FELIZARDO B. CAYATOC**, in his capacity as Provincial Environment and Natural Resources Officer of PENRO-PALAWAN, herein referred to as the FIRST PARTY.

-and-

**NIKOLAI OLIVIER G. ORENDAIN**, of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, Palawan, hereinafter referred to as the SECOND PARTY.

**WITNESSETH:**

**WHEREAS**, the First Party is in need of the services of the Second Party who shall perform the work not performed by the permanent personnel of the First Party;

**WHEREAS**, the Second Party possesses the education, experience, and skills required to render the services needed by the latter;

**WHEREAS**, the Second Party has signified his intention, to which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that he is not related within the third degree of consanguinity of affinity to the 1) hiring authority; and or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; and he has not reached the compulsory retirement age of sixty five (65) years;

**WHEREAS**, it is understood that this Contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be credited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party;

**WHEREAS**, the Second Party shall perform work at a time and schedule to be determined by the First Party including but not limited to conducting field work activities, attending trainings/workshops, meetings and other activities;

**NOW, THEREFORE**, both parties agree to the following;

**Section 1.** That this Contract shall cover the period January 3, 2023 to June 30, 2023, subject to Section 6 hereof;

**Section 2.** The Second Party is hereby contracted as Forest Protection Officer and shall perform the following:

- a. Conduct forest LAWIN patrol including surveillance and detection of illegal activities within the municipal jurisdiction of Taytay and El Nido, Palawan;
- b. Assist in the apprehension of illegal mangrove and forest products gathered/ cut/ collected including equipment's, machines and tools including conveyances used;



- c. Assist and act as witness, if necessary in apprehensions, administrative hearing and filing of environmental case/s in court, if evidence/s so warrants;
- d. Submit spot, progress, and periodic accomplishment report to the CENRO for consolidation; and
- e. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Eight Thousand Five Hundred (P 8,500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN**.

In case of absence/s of the Second Party, the basis of deduction from the salary shall be the daily rate.

Subject to the availability of funds, the salary of the Second Party shall be paid within the first week of the succeeding month provided that all documentary requirements were submitted on time.

Monthly remittance such as Philhealth and PAG-IBIG shall be voluntarily remitted by the Second Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before July 15, 2023.

For the purpose of payment for services rendered, the Second Party shall submit the following to the Administrative Division:

- a. Detailed accomplishment report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

**Section 5.** If travel is necessary and recommended by his immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN**, subject to the usual accounting and auditing rules and procedures.

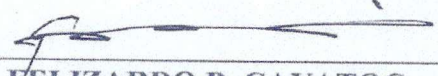
**Section 6.** This Contract may be terminated:

- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipso facto*, by reason of supervening events such as the issuance of lawful orders, rules and regulations and similar issuances.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this January 3, 2023 in Puerto Princesa City, Philippines.

DENR-PENRO, PALAWAN


BY:

  
**FELIZARDO B. CAYATOC**  
FIRST PARTY

  
**NIKOLAI OLIVIER G. ORENDAIN**  
SECOND PARTY




Signed in the presence of:

  
CONRADO M. CORPUZ  
CENRO

  
WAMALAYDA S. TALABUCON  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

**Certificate of Availability of Funds:**

This is to certify that fund for this purpose is available:

  
CATHY R. FLORES  
Accountant 1

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF PALAWAN) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Competent Evidence of Identity	Date/Place of Issue
1. FELIZARDO B. CAYATOC	<u>135-057-174(NM)</u>	
2. NIKOLAI OLIVIER G. ORENDAIN	10928287	January 9, 2023/ Taytay, Palawan

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.


This instrument consists of four (4) pages including this page wherein this Acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL 02 FEB 2023 day of \_\_\_\_\_, 2023  
at Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc. No. 490 ;  
Page No. 99 ;  
Book No. 111 ;  
Series of 2023



  
ATTY. MARK ANTHONY D. GARRAEZ  
NOTARY PUBLIC - PPC & PALAWAN  
NPL NO. 2022-048; UNTIL 12/31/23  
ROLL NO. 76593  
IBP OR NO. 259100; 01/03/2023; PASIG CITY  
PTR NO. 2950218L; 01/03/2023; PPC  
MCLE NO. Newly Admitted 05/05/22  
SAN PEDRO, PPC/ 09171863513





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
**Sta. Monica, Puerto Princesa City**

January 3, 2023

**JOB ORDER**

TO: **MARLON S. PAULO**  
**TAYTAY, PALAWAN**

2023-02-03-089

Sir:

Please perform the following job/work activities on a daily basis for the period from January 3, 2023 to June 30, 2023 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 51, 000.00 or 8,500.00/ month**

1. Conduct forest LAWIN patrol including surveillance and detection of illegal activities within the municipal jurisdiction of Taytay and El Nido, Palawan;
2. Assist in the apprehension of illegal mangrove and forest products gathered/ cut/ collected including equipment's, machines and tools including conveyances used;
3. Assist and act as witness, if necessary in apprehensions, administrative hearing and filing of environmental case/s in court, if evidence/s so warrants;
4. Submit spot, progress, and periodic accomplishment report to the CENRO for consolidation; and
5. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges except payment for the total costs of the job indicated above.


This JOB ORDER may be terminated any time the job order as specified is not performed satisfactorily.

The source of fund of this JOB ORDER is from **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN** as per ABM/letter of advice of allotment No. \_\_\_\_\_ dated \_\_\_\_\_ and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

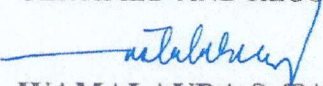
CONFORME:

  
**MARLON S. PAULO**


REQUESTING/RECOMMENDING OFFICER:

  
**CONRADO M. CORPUZ**  
CENR Officer

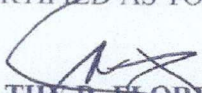
CERTIFIED AND RECORDED BY:

  
**WAMALAYDA S. TALABUCAN**  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

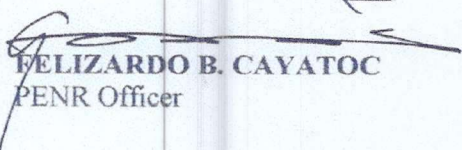
CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**  
AO IV/ Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENR Officer





CONTRACT OF SERVICE

KNOW TO ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between:

22-02-03-089

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) PENRO, PALAWAN, a national government agency with office address at Brgy. Sta. Monica, Puerto Princesa City, Palawan, represented by **FELIZARDO B. CAYATOC**, in his capacity as Provincial Environment and Natural Resources Officer of PENRO-PALAWAN, herein referred to as the FIRST PARTY.

-and-

**MARLON S. PAULO**, of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, Palawan, hereinafter referred to as the SECOND PARTY.

WITNESSETH:

**WHEREAS**, the First Party is in need of the services of the Second Party who shall perform the work not performed by the permanent personnel of the First Party;

**WHEREAS**, the Second Party possesses the education, experience, and skills required to render the services needed by the latter;

**WHEREAS**, the Second Party has signified his intention, to which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that he is not related within the third degree of consanguinity of affinity to the 1) hiring authority; and or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; and he has not reached the compulsory retirement age of sixty five (65) years;

**WHEREAS**, it is understood that this Contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be credited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party;

**WHEREAS**, the Second Party shall perform work at a time and schedule to be determined by the First Party including but not limited to conducting field work activities, attending trainings/workshops, meetings and other activities;

**NOW, THEREFORE**, both parties agree to the following;

**Section 1.** That this Contract shall cover the period January 3, 2023 to June 30, 2023, subject to Section 6 hereof;

**Section 2.** The Second Party is hereby contracted as Forest Protection Officer and shall perform the following:

- Conduct forest LAWIN patrol including surveillance and detection of illegal activities within the municipal jurisdiction of Taytay and El Nido, Palawan;
- Assist in the apprehension of illegal mangrove and forest products gathered/ cut/ collected including equipment's, machines and tools including conveyances used;
- Assist and act as witness, if necessary in apprehensions, administrative hearing and filing of environmental case/s in court, if evidence/s so warrants;



- d. Submit spot, progress, and periodic accomplishment report to the CENRO for consolidation; and
- e. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Eight Thousand Five Hundred (P 8,500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN**.

In case of absence/s of the Second Party, the basis of deduction from the salary shall be the daily rate.

Subject to the availability of funds, the salary of the Second Party shall be paid within the first week of the succeeding month provided that all documentary requirements were submitted on time.

Monthly remittance such as Philhealth and PAG-IBIG shall be voluntarily remitted by the Second Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before July 15, 2023.

For the purpose of payment for services rendered, the Second Party shall submit the following to the Administrative Division:

- a. Detailed accomplishment report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

**Section 5.** If travel is necessary and recommended by his immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN**, subject to the usual accounting and auditing rules and procedures.

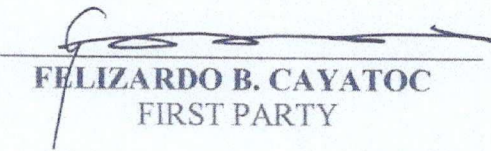
**Section 6.** This Contract may be terminated:

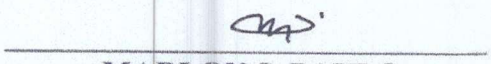
- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipsa facto*, by reason of supervening events such as the issuance of lawful orders, rules and regulations and similar issuances.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this January 3, 2023 in Puerto Princesa City, Philippines.

DENR-PENRO, PALAWAN

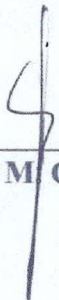
BY:

  
**FELIZARDO B. CAYATOC**  
FIRST PARTY

  
**MARLON S. PAULO**  
SECOND PARTY



Signed in the presence of:

  
CONRADO M. CORPUZ  
CENRO

  
WAMALAYDA S. TALABUCON  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

**Certificate of Availability of Funds:**

This is to certify that fund for this purpose is available:

  
CATHY R. FLORES  
Accountant 1

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF PALAWAN) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Competent Evidence of Identity	Date/Place of Issue
1. FELIZARDO B. CAYATOC	<u>125-057-174(7A)</u>	
2. MARLON S. PAULO	<u>10926972</u>	January 10, 2023/ Taytay, Palawan

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.


This instrument consists of four (4) pages including this page wherein this Acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 02 FEB 2023 day of \_\_\_\_\_, 2023  
at Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc. No. 491 ;  
Page No. \_\_\_\_\_ ;  
Book No. \_\_\_\_\_ ;  
Series of 2023



  
ATTY. MARK ANTHONY D. GARRAEZ  
NOTARY PUBLIC - PPC & PALAWAN  
NPL NO. 2022-048; UNTIL 12/31/23  
ROLL NO. 76593  
IBP OR NO. 259100; 01/03/2023; PASIG CITY  
PTR NO. 2950218L; 01/03/2023; PPC  
MCLE NO. Newly Admitted 05/05/22  
SAN PEDRO, PPC/ 09171863513





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
**Sta. Monica, Puerto Princesa City**

January 3, 2023

**JOB ORDER**

TO: **DEOGRACIAS M. VASQUEZ JR.**  
**TAYTAY, PALAWAN**

2023-02-03-087

Sir:

Please perform the following job/work activities on a daily basis for the period from January 3, 2023 to June 30, 2023 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 51, 000.00 or 8,500.00/ month**

1. Conduct forest LAWIN patrol including surveillance and detection of illegal activities within the municipal jurisdiction of Taytay and El Nido, Palawan;
2. Assist in the apprehension of illegal mangrove and forest products gathered/ cut/ collected including equipment's, machines and tools including conveyances used;
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It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges except payment for the total costs of the job indicated above.

This JOB ORDER may be terminated any time the job order as specified is not performed satisfactorily.

The source of fund of this JOB ORDER is from **001 HIRING OF FOREST PROTECTION OFFICERS** fund of **DENR-CENRO TAYTAY, PALAWAN** as per ABM/letter of advice of allotment No. \_\_\_\_\_ dated \_\_\_\_\_ and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

**DEOGRACIAS M. VASQUEZ JR.**

REQUESTING/RECOMMENDING OFFICER:

**CONRADO M. CORPUZ**  
CENR Officer

CERTIFIED AND RECORDED BY:

**WAMALAYDA S. TALABUCON**  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

CERTIFIED AS TO APPROPRIATION:

**MERLIE DE JESUS**  
AO IV/ Budget Officer

CERTIFIED AS TO FUND AVAILABILITY:

**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

**FELIZARDO B. CAYATOC**  
PENR Officer





CONTRACT OF SERVICE

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2022-02-03-087

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**DEOGRACIAS M. VASQUEZ JR.**, of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, Palawan, hereinafter referred to as the SECOND PARTY.

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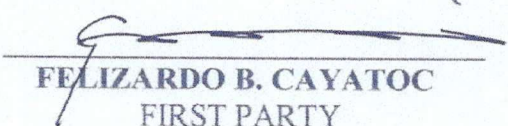
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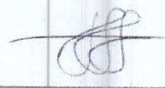
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**IN WITNESS WHEREOF**, both parties have hereunto set their hands this January 3, 2023 in Puerto Princesa City, Philippines.

DENR-PENRO, PALAWAN

BY:

  
**FELIZARDO B. CAYATOC**  
FIRST PARTY

  
**DEOGRACIAS M. VASQUEZ JR.**  
SECOND PARTY



Signed in the presence of:

CONRADO M. CORPUZ  
CENRO

WAMALAYDA S. TALABUCON  
Officer-In-Charge, Management Services Division  
and Chief, Planning Section

Certificate of Availability of Funds:

This is to certify that fund for this purpose is available:

CATHY R. FLORES  
Accountant 1

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF PALAWAN) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Competent Evidence of Identity	Date/Place of Issue
1. FELIZARDO B. CAYATOC	135-057-74(77N)	
2. DEOGRACIAS M. VASQUEZ JR.	10928421	January 10, 2023/ Taytay, Palawan

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this Acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 02 FEB 2023 day of \_\_\_\_\_, 2023  
at Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc. No. 496  
Page No. 101  
Book No. 111  
Series of 2023



ATTY. MARK ANTHONY D. GARRAEZ  
NOTARY PUBLIC - PPC & PALAWAN  
NPL NO. 2022-048; UNTIL 12/31/23  
ROLL NO. 76593  
IBP OR NO. 259100; 01/03/2023: PASIG CITY  
PTR NO. 2950218L; 01/03/2023: PPC  
MCLE NO. Newly Admitted 05/05/22  
SAN PEDRO, PPC/ 09171863513