



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

March 16, 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 : **REQUEST FOR ISSUANCE OF SPECIAL ORDER TO
ADMINISTRATIVE AIDE IV JOHN SYRIES V. RAGMAT AS IN-
CHARGE, OFFICE OF THE ADMINISTRATIVE SECTION**

This Office would like to request for the issuance of a Special Order due to leave of absence of Administrative Officer IV (HRMO II) Von Erika S. Causapin on April 17 -28, 2023.

In order to ensure continuous functioning and supervision of vital targets of the Division, Administrative Aide IV John Syries V. Ragmat is recommended for such designation while Admin Officer IV (HRMO II) Causapin is not around.

For information and issuance of corresponding special order.


ERNESTO E. TAÑADA



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