



Department of Environment and Natural Resources
NATIONAL CAPITAL REGION



DENR MIMAROPA
RECORDS SECTION
RECEIVED
MAY 30 2023
☐ INCOMING ☐ OUTGOING
BY: _____ DATE NO. _____
TIME: _____

31 May 2023

MEMORANDUM

**FOR : THE REGIONAL EXECUTIVE DIRECTOR
MIMAROPA REGION**

**FROM : OIC DIRECTOR
METROPOLITAN ENVIRONMENTAL OFFICE - WEST**

**SUBJECT : REQUEST FOR REPAIR AND/OR NON USAGE OF COMFORT ROOM
AT 3RD FLOOR, MIMAROPA AT NRDC BUILDING**

This pertains to the water leak coming from the comfort room of 3rd Floor, MIMAROPA Office of NRDC Building above the Office of the OIC Director, Metropolitan Environmental Office- West, 2nd Floor of the same building. Please be informed that said leak directly flows down wherein the subject area is being used for small meetings and conferences.

This concern had been coordinated with the NRDC Building Coordinator and some MIMAROPA personnel since November 2022, yet, until now, the issue had not yet been properly addressed. It is understandable that fixing the same will require additional costs, however, we humbly request the temporary non-usage of said room for disposing/discharging of used water and other liquid substances until such time that it has been repaired and functions properly.

Attached are photos of the affected area for information, reference and consideration.


RODELINA M. DE VILLA

copy furnished:

Building Administrator, NRDC

Nurturing Cities for a Sustainable Future

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