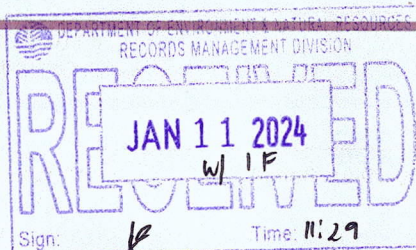




Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region



MEMORANDUM

FOR : IMELDA R. DELA CRUZ
The OIC Director
Financial and Management Service

FROM : THE OIC, REGIONAL EXECUTIVE DIRECTOR

SUBJECT : REITERATION OF REQUEST FOR SPECIAL ALLOTMENT
RELEASE ORDER AND CORRESPONDING NOTICE OF CASH
ALLOCATION TO COVER THE PAYMENT OF
MONETIZATION OF LEAVE CREDITS

May we reiterate our memorandum dated 07 December 2023 regarding Request for Special Allotment Release Order and Corresponding Notice of Cash Allocation to Cover the Payment of Monetization of Leave Credits.

Please be informed that the Regional Office has almost completed the necessary documents for the processing of monetization of leave credits. Hence, we reiterate our request of allotment amounting to **Two Million, Four Hundred Ninety Thousand, Twenty Nine Pesos and 10/100 only (Php 2,490,029.10)** to cover the payment of applications for monetization of leave credits of our employees, which are mostly due to medical and hospitalization expenses.

For utmost consideration, please.


FELIX S. MIRASOL, JR., CESO IV



DEC 07 2023

MEMORANDUM

FOR : IMELDA R. DELA CRUZ
The OIC Director
Financial and Management Service

FROM : THE OIC, REGIONAL EXECUTIVE DIRECTOR

SUBJECT : REQUEST FOR SPECIAL ALLOTMENT RELEASE ORDER
AND CORRESPONDING NOTICE OF CASH ALLOCATION TO
COVER THE PAYMENT OF MONETIZATION OF LEAVE
CREDITS

In compliance with the memorandum dated 01 December 2023 received by this Office on 04 December 2023 re: Deadline for Submission of Requests for Issuance of Special Allotment Release Order (SARO) and the Corresponding Notice of Cash Allocation (NCA) to cover the Payment of Monetization of Leave Credits, we are submitting the amount requested by each office to cover their request for monetization of leave credits, to wit:

NAME OF OFFICE	TOTAL AMOUNT REQUESTED
Regional Office	PHP 2,490,029.10
Oriental Mindoro	PHP 2,430,045.30
Occidental Mindoro	PHP 4,023,037.20
Marinduque	PHP 994,697.14
Romblon	PHP 2,826,818.96
Palawan	PHP 7,643,161.05

Attached are the working/analysis papers of each province for ready reference.

For utmost consideration and approval.

FELIX S. MIRASOL, JR., CESO IV



Department of Environment and Natural Resources
MIMAROPA Region



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