



## MEMORANDUM

**FOR :** **ENGR. WILLIAM P. CUÑADO**  
Director  
Environmental Management Bureau  
DENR Compound, Visayas Avenue  
Diliman, Quezon City

**Att'n. :** **Ms. Consolacion P. Crisostomo**  
Division Chief  
Policy, Planning and Programs Development Division

**FROM :** **THE OIC-REGIONAL DIRECTOR**  
Environmental Management Bureau  
Regional Office No. 8  
DENR Compound, Jones Street, Brgy. 2, Tacloban City

**SUBJECT :** Request for downloading of funds amounting to one million six hundred thousand pesos for the conduct of CY 2022 Second EMB Management Conference on July 4-8, 2022

**DATE :** June 3, 2022

This pertains to the **CY 2022 Second National EMB Management Conference** to be held in our region specifically in **Tacloban City** on **July 4-8, 2022**.

May we request for the downloading of funds amounting to **One Million Six Hundred Thousand Pesos (Php 1,600,000.00)** to cover the expenses which will be incurred for that activity. Attached is the Cost Estimates.

For his consideration and approval.

ENGR. REYNALDO B. BARRA

cc:  
Records file...



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Regional Office No. VIII  
DENR-8 Compound, Brgy. 2, Jones Extension, Tacloban City



## COST ESTIMATES

### PARTICIPANTS

- EMB CENTRAL OFFICE
  - Director
  - Assistant Director
  - All Division Chiefs
  - EQMD- Section Chiefs
- EMB REGIONAL OFFICE
  - Regional Director
  - Chiefs, CPD, EMED and FAD
  - Head, PISMU/Planning Officer
- SECRETARIAT
  - PPPDD and EMB Region VIII Selected Staff

### BUDGETARY REQUIREMENT

Particulars	Amount (Php)
Full board Accommodation and Meals for July 4-8, 2022 (140pax for 5 days)	Php 1,400,000.00
Miscellaneous and Contingency (supplies, kits, transportation rental & other related expenses)	Php 200,000.00
<b>TOTAL</b>	<b>Php 1,600,000.00</b>

Prepared by:

ROWENA P. VINEGAS  
SEMS/Head, PISMU

Recommending Approval:

ENGR. MA. CORAZON G. DACUYAN  
Chief, Finance & Administrative Division

Approved by:

ENGR. REYNALDO B. BARRA  
OIC-Regional Director

E Email address: [embr8\\_records@emb.gov.ph](mailto:embr8_records@emb.gov.ph)  
Contact no.: (053) 832-2319