



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
**National Highway, Barangay Kenram, Isulan, Sultan Kudarat**  
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**Telephone No. 064-471-2301**

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MEMORANDUM

FOR : The Regional Executive Director  
DENR 120000, Koronadal City, South Cotabato

ATT’N : The Assistant Regional Director  
Management Services

FROM : The PENR Officer

SUBJECT : **ACCOMPLISHMENT REPORT OF BUDGET AND  
ACCOUNTING FOR THE MONTH OF FEBRUARY 2022**

DATE : February 23, 2022



Respectfully submitting the Accomplishment Report of General Administration and Support-Budget/Accounting and Cashier for the month of February 2022, as follows:

1. Preparation of Financial Plan- 1
2. Voucher and payroll indexed and processed- 205
3. Submission of Financial Accountability Report (FAR) No. 4 as of January 31, 2022- 1
4. Summary of Performance Monitoring Report (SPMR) as of January 31, 2022- 1
5. Submission of Monthly Trial Balance as of January 31, 2022, 2021- 1
6. Hiring of Administrative Assistant- 2
7. Checks and ADA issued- 20

Attached are BED Form and financial reports.

For his information and record.

  
**RADZAK B. SINARIMBO, JD, MPA, MAPDS**