

Attendance Management System

Row Swipe Record

Dept	Staff No. Name	Date	Swipe Record			
			In	Out	In	Out
	CESAR P. ODI	11/1/2023	WED			
		11/2/2023	THU	7	Holiday	
		11/3/2023	FRI	-	On leave	-
		11/4/2023	SAT			
		11/5/2023	SUN			
		11/6/2023	MON	7:32	12:10 PM	12:17 PM
		11/7/2023	TUE			
		11/8/2023	WED	7:00	T.O. NO. 1099	
		11/9/2023	THU		dated October 19, 2023	
		11/10/2023	FRI			
		11/11/2023	SAT			
		11/12/2023	SUN			
		11/13/2023	MON	7:29 AM	12:06	12:55
		11/14/2023	TUE	8:11 AM	12:26 PM	12:59
		11/15/2023	WED	8:27 AM	12:00 PM	12:59
		11/16/2023	THU	7:50	12:06 PM	12:15 PM
		11/17/2023	FRI	7:21 AM	12:19	12:56
		11/18/2023	SAT			
		11/19/2023	SUN			
		11/20/2023	MON	7:15 AM	12:15 PM	12:56
		11/21/2023	TUE	7:48 AM	12:01	12:57
		11/22/2023	WED	7:08 AM	12:02	12:57
		11/23/2023	THU	7:15 AM	12:03	12:57
		11/24/2023	FRI	8:00 AM	12:09	12:58
		11/25/2023	SAT			
		11/26/2023	SUN			
		11/27/2023	MON		Holiday	
		11/28/2023	TUE	7:00		
		11/29/2023	WED	7:00	T.O. NO. 219	
		11/30/2023	THU	7:00		


CESAR P. ODI
OIC PENRO

Print Date:

Prepared by:

Verified By:


GEMMA P. FALLARIA
Administrative Officer IV (HRMO II)


THELMO S. HERNANDEZ
Chief, Management Services Division



Republic of the Philippines
 Department of Environment and Natural Resources
 Provincial Environment and Natural Resources Office
 Odiongan, Romblon

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME: (Last)	(First)	(Middle)
Top Level Management	ODI	CESAR	PALENCIA
3. DATE OF FILING	November 6, 2023	4. POSITION	OIC, PENR Officer
5. SALARY			

6. DETAILS OF APPLICATION

6.A. TYPE OF LEAVE TO BE AVAILED OF

- Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- Adoption Leave (R.A. No. 8552)
- Others: _____

6.B. DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- Within the Philippines
- Abroad (Specify) _____

In case of Sick Leave:

- In Hospital (Specify Illness) _____
- Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

In case of Study Leave:

- Completion of Master's Degree
- BAR/Board Examination Review Other _____
- purpose: _____
- Monetization of Leave Credits
- Terminal Leave

6.C. NUMBER OF WORKING DAYS APPLIED FOR

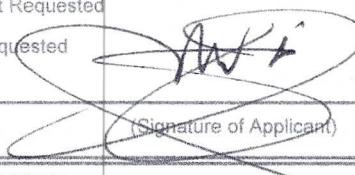
One (1) Day

INCLUSIVE DATES

November 3, 2023

6.D. COMMUTATION

- Not Requested
- Requested


(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A. CERTIFICATION OF LEAVE CREDITS

As of October 31, 2023

	Vacation Leave	Sick Leave
Total Earned	13. 18	62. 458
Less this application	-	1. 000
Balance	13. 18	61. 458


GEMMA F. FALLARIA

Administrative Officer IV (HRMO II)

7.B. RECOMMENDATION

- For approval
- For disapproval due to _____

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for Management Services

7.C APPROVED FOR:

- days with pay SL
- days without pay _____
- others (Specify) _____

7.D. DISAPPROVED DUE TO:

- _____
- _____
- _____

FELIX S. MIRASOL, JR., CESO IV

OIC, Regional Executive Director



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

TRAVEL ORDER

No. 1044 / 117

October 19, 2023

Name	CESAR P. ODI	Salary
Position	OIC PENR Officer	Div/Sec/Unit
Departure Date	November 7, 2023	Official Station
Destination	Subic Bay Freeport Zone, Olongapo City, Zambales	Arrival Date
Purpose of Travel	To attend in the 2023 Society of Filipino Foresters, Inc. (SFFI) Annual National Conference on November 8-12, 2023 at the Subic Bay Exhibition and Convention Center, Subic Bay Freeport Zone, Olongapo City, Zambales	

Per Diems/Expenses Allowed

Assistants or Laborers Allowed

Appropriations to which travel should be charged

Remarks or special instructions

Certifications:

This is to certify that the travel is necessary and is connected with the functions of the official/employee of this Div./Sec./Unit

Recommended by

Approved

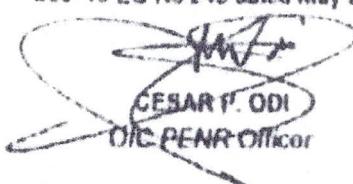
DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director
For Management Services

FELIX S. MIRASOL, JR., CESO IV
OIC Regional Executive Director

AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from the succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to Item 531 COA Circular 97-002 dated February 10, 1997 and

Sec. 16 EO No 248 dated May 29, 1995


CESAR P. ODI
OIC PENR Officer



Society of Filipino Foresters, Inc.

3/F FMB Building, Visayas Avenue, Diliman, Quezon City
www.sffi.org



CERTIFICATE OF APPEARANCE

To whom it may concern:

This is to certify that:

Name:	<u>CESAR P. ODI</u>
Designation:	<u>OIC PENO</u>
Office:	<u>PENRO ROMBLON</u>

has personally attended and participated in the 2023 SFFI National Conference with the theme: "SFFI@75: Advocating Wood and Non-timber Forest Products Sufficiency for Climate Resiliency" held at the Subic Bay Exhibition and Convention Center in Olongapo City, Zambales on November 8 - 12, 2023.

This certification is being issued this November 12, 2023 upon the request of FOR. ODI for whatever legal purpose it may serve.

Sincerely,


Laudemir S. Salac, RPF
Region 3 Council President, SFFI



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Provincial Environment and Natural Resources Office
Odiongan, Romblon

120423

TRAVEL ORDER

№ 1219/^{mg}

Name:	<u>CESAR P. ODI</u>	Salary:	
Position:	<u>OIC, PENR Officer</u>	Div/Sec/Unit:	<u>PENR Office</u>
Departure Date:	<u>November 27, 2023</u>	Official Station:	<u>PENRO Romblon</u>
Destination:	<u>Metro Manila</u>	Arrival Date:	<u>December 1, 2023</u>

Purpose of Travel: 1. To attend the Consolidation Writeshop for the DENR CALABARZON and MIMAROPA Protected Area Suitability Assessment (PASA) Report on the Verde Island Passage (VIP)

Per Diems/Expense Allowed: _____

Assistants or Laborers Allowed: _____

Appropriations to which travel should be charged: _____

Certifications:

This is to certify that the travel is necessary and is connected with the functions of the official/employee of this Division/Sec/Unit.

Recommending Approval:


DONNA MAYOR-GORDOVE, CESO IV
ARD for Management Services

Approved:


FELIX S. MIRASOL, JR., CESO IV
OIC, Regional Executive Director

AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within twenty (20) days upon return to my permanent official station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012.



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU

Biodiversity Management Bureau, Diliman, Quezon City
Tel. No. 924-60-31 to 35 Fax No. 925-8956
Website: www.denr.gov.ph E-mail: denrbmb@denr.gov.ph

CERTIFICATE OF APPEARANCE

This is to certify that Ms. / Mr. CESAR P. ODI who is an employee of the DENR PENRO Romblon has personally appeared in this Venue on November 28-29, 2023 for the purpose of attending the Consolidation Workshop for DENR CALABARZON + MIMAROPA PASA Report on VLP.

This Certification is issued upon the request of Ms. / Mr. _____ in compliance with the standing auditing regulations set forth under Republic Act No. 3347 duly implemented by GAO No. 88-A for the purpose of establishing the evidence and duration of his/her appearance thereat, the truth of which is hereby vouchsafed and guaranteed by the undersigned.

Place of Execution: _____
Date of Execution: NOV 29 2023

Issued by : ARMENIA M. ANDRES
OIC Assistant Director, in concurrent capacity as
Chief, Coastal and Marine Division



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

CERTIFICATE OF APPEARANCE

Control No. 2023-11- 991

This is to certify that Mr./ Mrs./Ms. _____ whose name and designation are shown below appeared at this office as indicated and for the purpose/s as stated below:

Name:	<u>CESAR P. ODI</u>
Designation:	<u>OIC, PENR OFFICER</u>
Office:	<u>PENRO ROMBLON</u>
Inclusive Dates:	<u>NOVEMBER 30, 2023</u>
Purpose:	<u>1. TO FOLLOW UP DOCUMENTS.</u>

This Certification is being issued at the request of Mr./Ms. _____ in compliance with the standing auditing regulations provided for under RA 3847 duly implemented by COA Circular No. 127 for purpose of establishing the evidence and duration of his/her appearance hereat, the truth of which is hereby vouched and guaranteed by the undersigned.

Date of issuance: 30 November 2023

Place of Issuance: **DENR MIMAROPA Region**

MA. CRISTINA C. RENDORIO
Chief, Personnel Section, Administrative Division
MIMAROPA REGION