

Attendance Management System
Row Swipe Record

Dept	Staff No.	Name	Date		Swipe Record			
					In	Out	In	Out
		CESAR P. ODI	11/1/2023	WED] Holiday - on leave -			
			11/2/2023	THU				
			11/3/2023	FRI				
			11/4/2023	SAT				
			11/5/2023	SUN				
			11/6/2023	MON	7:32	12:10 PM	12:17 PM	5:46 PM
			11/7/2023	TUE] T.O. No. 1099 dated October 19, 2023			
			11/8/2023	WED				
			11/9/2023	THU				
			11/10/2023	FRI				
			11/11/2023	SAT				
			11/12/2023	SUN				
			11/13/2023	MON	7:29 AM	12:06	12:55	7:28 PM
			11/14/2023	TUE	8:11 AM	12:26 PM	12:59	6:09 PM
			11/15/2023	WED	8:27 AM	12:00 PM	12:59	6:52 PM
			11/16/2023	THU	7:50	12:06 PM	12:15 PM	8:31 PM
			11/17/2023	FRI	7:21 AM	12:19	12:56	7:21 PM
			11/18/2023	SAT				
			11/19/2023	SUN				
			11/20/2023	MON	7:15 AM	12:15 PM	12:56	8:33 PM
			11/21/2023	TUE	7:48 AM	12:01	12:59	8:51 PM
			11/22/2023	WED	7:08 AM	12:02	12:57	6:01 PM
			11/23/2023	THU	7:15 AM	12:03	12:57	7:00 PM
			11/24/2023	FRI	8:00 AM	12:09	12:58	12:38 PM
			11/25/2023	SAT				
			11/26/2023	SUN				
			11/27/2023	MON	Holiday			
			11/28/2023	TUE] T.O. No. 219			
			11/29/2023	WED				
			11/30/2023	THU				

CESAR P. ODI
OIC PENRO

Pint Date: Prepared by: Verified By:

GEMMA P. FALLARIA
Administrative Officer IV (HRMO II)

THELMO S. HERNANDEZ
Chief, Management Services Division



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	6.B DETAILS OF LEAVE
<input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) <input type="checkbox"/> Others: _____	<p>In case of Vacation/Special Privilege Leave:</p> <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ <p>In case of Sick Leave:</p> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <p>In case of Special Leave Benefits for Women:</p> <p>(Specify Illness) _____</p> <p>In case of Study Leave:</p> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: _____ <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR	6.D COMMUTATION
One (1) Day	<input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested
INCLUSIVE DATES	(Signature of Applicant)
November 3, 2023	

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION												
As of <u>October 31, 2023</u>	<input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____												
<table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>13.194</td><td>62.458</td></tr><tr><td>Less this application</td><td>-</td><td>1.000</td></tr><tr><td>Balance</td><td>13.194</td><td>61.458</td></tr></table>		Vacation Leave	Sick Leave	Total Earned	13.194	62.458	Less this application	-	1.000	Balance	13.194	61.458	
	Vacation Leave	Sick Leave											
Total Earned	13.194	62.458											
Less this application	-	1.000											
Balance	13.194	61.458											
 GEMMA F. FALLARIA Administrative Officer IV (HRMO II)	DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services												

7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:
<input checked="" type="checkbox"/> 1 days with pay SL <input type="checkbox"/> days without pay <input type="checkbox"/> others (Specify)	

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	DENR-PENRO Romblon
Destination	Subic Bay Freeport Zone, Olongapo City, Zambales	Arrival Date	November 13, 2023
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

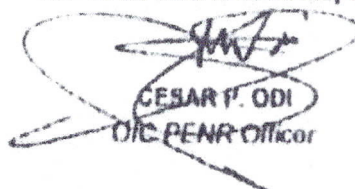
Approved

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

FELIX S. MIMASOL, 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 5.3.1 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No 248 dated May 29, 1985


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: CESAR P. ODI
Designation: OIC PENPO
Office: PENPO ROMBLON

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/ny

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:

Approved:


DONNA MAYOR-GORDOVE, CESO IV
ARD 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 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
Avenue, Diliman, Quezon City
Tel. No. 924-60-31 to 35 Fax No. 925-8956
Website: E-mail:

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 Whitechop for DENR CALABARZON & MIMAPOPA PASA Report on VIP.

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 : ARMANDO A. 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: CESAR P. ODI

Designation: OIC, PENR OFFICER

Office: PENRO ROMBLON

Inclusive Dates: NOVEMBER 30, 2023

Purpose: 1. TO FOLLOW UP DOCUMENTS.

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 S. RENDORIO

Chief, Personnel Section, Administrative Division
MIMAROPA REGION