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

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

National Highway, Poblacion, Taytay, Palawan Mobile 09121713889 TNT 09171589399 Globe Email: cenrotaytay@denr.gov.ph

October 01, 2021

MEMORANDUM

:

.

FOR

The Regional Executive Director

1515 L&S Building,

Roxas Blvd., Ermita, Manila

THRU

The Provincial Environment and

Natural Resources Officer

Sta. Monica, Puerto Princesa City

FROM

The OIC-Community Environment and

Natural Resources Officer

SUBJECT:

DAILY TIME RECORD (DTR) FOR THE MONTH OF

SEPTEMBER 2021

Respectfully forwarded the three (3) copies of Daily Time Record (DTR) of the undersigned for the month of September 2021.

For his information and record.

ALANIWALLE



EMPLOYEE ATTENDANCE LOGS

ID No.: 00000001

Dept.: DENR-CENRO TAYTAY

Name: VALLE, ALAN L.

| DATE am IN am OUT pm IN pr | MOUT OT IN OT OUT |
|-----------------------------------------------|-------------------|
| 2021-09-01 Travel Order No. 2021-08-31-8609 | |
| 2021-09-02 07:45 12:30 12:54 | 17:30 |
| 2021-09-03 Travel Order No. 2021-09-07-3851 | |
| 2021-09-04 Saturday | |
| 2021-09-05 Sunday | |
| 2021-09-06 07:30 12:30 . 12:35 | 17:30 |
| 2021-09-07 7 Travel Order No. 2021-09-27-4251 | |
| 2021-09-08 } | |
| 2021-09-09 } Travel Order No. 2021-08-31-3608 | |
| 2021-09-10) | |
| 2021-09-11 Saturday | |
| 2021-09-12 Sunday | |
| 2021-09-13 67:30 /2:30 /2:50 | 17:30 |
| 2021-09-14 \ Trayel Order No. 2021-09-24-4373 | |
| 2021-09-15 | |
| 2021-09-16 7 Travel Order No. 2021-09-27-4260 | |
| 2021-09-17 | |
| 2021-09-18 Saturday | |
| 2021-09-19 S unday | |
| 2021-09-20 > Travel Order No. 2021-10-01-4620 | |
| 2021-09-21 | |
| 2021-09-22 7 | |
| 2021-09-23 | |
| 2021-09-24 Travel Order No. 2021-10-01-4611 | |
| 2021-09-25 Saturday | |
| 2021-09-26 S unday | |
| 2021-09-27 | |
| 2021-09-28 | |
| 2021-09-29 07:35 12:25 12:35 | 17:15 |
| 2021-09-30 Travel Order No. 2021-11-05-5715 | |

t GER hit on the hunor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

ALANGETVALLE

Derified as to prescribed of fice hours

ERYBERTO B. SANOS, CESE PENRO



Republic of the Philippines Department of Environment and Natural Resources Region IV-MIMAROPA PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE Sta. Monica, Puerto Princesa City

Form No. 34

Date: August 24, 2021

| Name: ALAN L. VALLE | Salary: |
|--------------------------------------------------------------------------------|-------------------------------------------------------|
| Position: Engineer V/OIC-CENRO | Div./Sec./Unit: PASS |
| Departure Date: September 1, 2021 | Official Station: CENRO -TAYTAY |
| Destination: El Nido, Palawan | Arrival Date: September 1, 2021 |
| Purpose of Travel: To conduct inspection of El Nido Seweras PCSD personnel. | ge Treatment Plant (STP) together with LGU and |
| Per Diems/Expenses Allowed: | |
| | |
| Appropriations to which travel should be charged: | |
| Remarks or special instructions: | |
| Certifications: | • |
| This is to certify that the travel is necessary and is conthis Div./Sec./Unit. | nnected with the functions of the official/employee o |
| ALANAVALLE ØIC-CENRO | Approved by: ERIBERTO B. SAÑOS, CESE PENRO |
| AUTHORIZAT | TION |

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 the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.



Department of Environment and Natural Resources

Region IV-MIMAROPA

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Taytay 5312, Palawan

FMS Form No. 34

Date: September 2, 2021

TRAVEL ORDER
(No. 2010 - 09 - 07 - 3,817/

| Name : EN | IGR. ALAN L. VALLE | Salary: | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|
| Position : En | gineer V/OIC-CENRO | Div./Sec./Unit: | CENRO |
| Departure Date: | September 3, 2021 | Official Station | DENR-CENRO |
| | | | Taytay, Palawan |
| Destination: | PENRO Puerto Princesa City | Arrival Date | September 4, 2021 |
| Purpose of Travel: | Confer with PENR Officer re issues and El Nido. Submit important documents; I for CENRO Taytay and El Nido and puro | Follow up and pick up docum | nents intended |
| Per Diems/Expenses | Allowed : | | |
| Assistants or Laborer | - | | |
| Appropriations to wh | nich travel should be charged : | | |
| Remarks or special in | | | |
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| Certifications: | | | |
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| This is to | certify that the travel is necessary and is | connected with the function | as of the official/ |
| employee of this Div. | | connected with the limited | is of the official |
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| Recommending Appr | eval: Ar | proved by: | |
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| | AUTHORIZA | TION | |
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| | horize the Accountant to deduct the corres | | |
| advance from my su | acceeding salary for my failure to liquidate | te this travel within the pres | scribed thirty-day |
| | to my permanent official station purs | | Circular 97-002 |
| dated February 10, 19 | 997 and Sec. 16 E.O No. 248 dated May | 29, 1995. | |
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| | | | |
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| | | Official / En | nployee |
| | | | |
| | | Official / En | nployee |



Department of Environment and Natural Resources

MIMAROPA Region

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Sta. Monica, Puerto Princesa City

FMS Form No. 34

TRAVEL ORDER

Date: September 6, 2021

| AND PROPERTY AND PARTY AND | LAN L. VALLE | Salary: | |
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| Position : E | ngineer V/OIC-CENRO | Div./Sec./Unit: | CENDO |
| Departure Date : | September 7, 2021 | Official Station | CENRO DENR-CENRO |
| | ho" in the court of the court | omoral otation | Taytay, Palawan |
| Destination: | ENTMRPA, El Nido, Palawan | Arrival Date | September 8, 2021 |
| | | | 500000000000000000000000000000000000000 |
| urpose of Travel: | To attend PAMB IEC Meeting at PAM6 | O ENTMRPA, El Nido, Palay | van |
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| | | | 360.6315 |
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| T Diems/Expenses | Allowed | | |
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| ssistants or Laborer opropriations to wh | rs Allowed | | |
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| propriations to whemarks or special in retifications: | nich travel should be charged instructions | connected with the function | ns of the official/ |
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| propriations to whemarks or special in ertifications: This is to aployee of this Div. | nstructions and is certify that the travel is necessary and is //Sec./Unit. | connected with the function | ns of the official/ |
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| propriations to whemarks or special in entifications: This is to aployee of this Div. | nstructions and is certify that the travel is necessary and is //Sec./Unit. | Approved by: ERIBERTO B. SA | |
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| ppropriations to whemarks or special in ertifications: This is to apployee of this Div. | nstructions and is certify that the travel is necessary and is //Sec./Unit. | Approved by: ERIBERTO B. SA PENRO | |

advance from my 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 5.1.3 COA Circular 97-002

dated February 10, 1997 and Sec. 16 E.O No. 248 dated May 29, 1995.



Department of Environment and Natural Resources

Region IV-MIMAROPA

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Taytay 5312, Palawan

FMS Form No. 34

Date:

August 25, 2021

TRAVEL ORDER 7071-04-31-36081

| Name : E | | L. | |
|-----------------------|----------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POSITION · E. | NGR. ALAN L. VALLE | Salary: | |
| Aud I | ngineer V/OIC-CENRO | Div./Sec./Unit: | CENRO |
| Departure Date : | September 8, 2021 | Official Station | Printed Control of the Control of th |
| | Pedicina | Station Station | DENR-CENRO |
| Destination: | Barangay Pamantolon, Canique and | Arrival Date | Taytay, Palawan |
| | Alacalian, Taytay, Palawan | Allivai Date | September 10, 2021 |
| | | | |
| Purpose of Travel: | To conduct site visit of Graduated NGP of | Darangay Day | |
| | all within the municipality of Taytay, Palaw | barangay Pamantolon, Ca | anique and Alacalian, |
| | Taytay, Falaw | All | |
| | | | |
| Per Diems/Expenses | Allowed | | |
| Assistants or Laborer | s Allowed | | |
| | ich travel should be charged | | |
| Remarks or special in | etructions | | |
| or special file | Structions | | |
| Certifications: | | Cong. | |
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| Recommending Appre | Court I | eved by: | TO B. SAÑOS |
| Recommending Appre | Appro VALLE | eved by: ERIBERT PI | O B. SAÑOS |



Republic of the Philippines

Department of Environment and Natural Resources
Region IV-MIMAROPA

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Taytay 5312, Palawan

Form No. 34 Date: September 13, 2021

TRAVEL ORDER (No 2011 v9. 24-4373 Name: ALAN L. VALLE Salary: Position: ENGINEER V Div./Sec./Unit: Departure Date: September 14, 2021 Official Station: CENRO-Taytay Destination: El Nido & Taytay, Palawan Arrival Date: September 16, 2021 Purpose of Travel: To conduct compliance monitoring of forestry tenurial instrument for Forest Land use Agreement for Tourism (FLAgT) purposes awarded to Ten Knots Philippines Incorporated (TKPI) and Bacuit Bay Development Corporation (BBDC) for 3rd Quarter Target. 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. Recommending approval by: Approved by: 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 the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.



Department of Environment and Natural Resources

MIMAROPA Region

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Sta. Monica, Puerto Princesa City

FMS Form No. 34

Date: September 15, 2021

TRAVEL ORDER 2011-09-27-42601

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| Print reprint a fragment of the Contract of th | AN L. VALLE | Salary: | |
| Ministration control of the control | gineer V/OIC-CENRO | Div./Sec./Unit: | CENRO |
| Departure Date : | September 15, 2021 | Official Station | DENR-CENRO |
| | | | Taytay, Palawan |
| Destination : | El Nido, Palawan | _ Arrival Date | September 18, 2021 |
| Purpose of Travel: | To attend as Resource Speaker on the to enlighten Barangay Officials on the and other matters regarding with the | ne Guidelines and Procedures for | ng in El Nido, Palawan r CENRO Certification |
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| Per Diems/Expenses | Allowed | | |
| Assistants or Laborer | | | |
| | ich travel should be charged | | |
| Remarks or special in | | | |
| remarks of special if | istructions | | |
| Certifications: | | | |
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| employee of this Div. | /Sec./Unit. | | |
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| Recommending Appr | roval: | Approved by: | |
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| OJC-CENRO | | PENRO | C |
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| | AUTHO | RIZATION | |
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| I hereby aut | horize the Accountant to deduct the | corresponding amount of the | unliquidated cash |
| advance from my si | acceeding salary for my failure to lie | quidate this travel within the p | rescribed thirty-day |
| period upon return | to my permanent official station | pursuant to item 513 COA | A Circular 97-002 |
| dated February 10, 19 | 997 and Sec. 16 E.O No. 248 dated | May 29, 1995. | 7, 002 |
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| | | Official / Em | ployee |
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Department of Environment and Natural Resources

MIMAROPA Region

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Sta. Monica, Puerto Princesa City

FMS Form No. 34

Date:

September 17, 2021

TRAVEL ORDER

Name ALAN L. VALLE Salary: Engineer V/OIC-CENRO Position Div./Sec./Unit: CENRO Departure Date: September 19, 2021 Official Station **DENR-CENRO** Taytay, Palawan Destination: Sitio Batbat, Villa Libertad, Arrival Date September 21, 2021 El Nido, Palawan Purpose of Travel: To attend Inauguration of El Nido Sewage and Solid Waste Treatment Plant 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. Recommending Approval: Approved by ERIBERTO B. SAÑOS, CESE OKC-CENRO PENRO 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 the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 E.O No. 248 dated May 29, 1995.



Department of Environment and Natural Resources

MIMAROPA Region

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Sta. Monica, Puerto Princesa City

FMS Form No. 34

Date:

September 20, 2021

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|-----------------|--|
| Jun-10-01-46111 | |

| Name : AI | AN L. VALLE | Salary: | |
|-----------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Position : En | gineer V/OIC-CENRO | Div./Sec./Unit: | CENRO |
| Departure Date : | September 22, 2021 | Official Station | DENR-CENRO |
| | | | Taytay, Palawan |
| Destination: | Sta. Monica, Puerto Princesa City | Arrival Date | September 28, 2021 |
| | | - Fast | 40 |
| Purpose of Travel: | To attend scheduled Job Knowledge | examination and panel intervie | w to all qualified |
| | DENR and outsider applicants that v | vill be chaired by ARD Donna N | Aayor-Gordove |
| | at PENRO Training Hall, Puerto Prin | ncesa City. | |
| | | | * Description |
| | Distance | om (Beginno | Line |
| Per Diems/Expenses | Allowed : | | |
| Assistants or Laborer | rs Allowed : | W. 40 .02 X | 1 of Foliar L |
| Appropriations to wh | nich travel should be charged : | Wint Straff | and the Carl |
| Remarks or special in | nstructions | | |
| Certifications: | | | |
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| employee of this Div. | certify that the travel is necessary and | d is connected with the functi | ons of the official/ |
| employee of this Div. | cea (5 lef) square meters | ive Hundred Fourt | |
| Recommending Appr | roval: | Approved by: | |
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| OK-CENRO | | 2841 10 sedme vol. PENRO | O hovorqu'A an |
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| HORIZATION | | | |
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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 the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 E.O No. 248 dated May 29, 1995.



Department of Environment and Natural Resources

MIMAROPA Region

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Sta. Monica, Puerto Princesa City

FMS Form No. 34

Date: September 30, 2021

TRAVEL ORDER

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| Name : A | LAN L. VALLE | Salary: | |
| Position : En | ngineer V/OIC-CENRO | Div./Sec./Unit: | CENRO |
| Departure Date: | September 30, 2021 | Official Station | DENR-CENRO |
| | | | Taytay, Palawan |
| Destination: | Tay Lelong Restaurant, Sorillo St. | Arrival Date | September 30, 2021 |
| | Poblacion, Taytay, Palawan | | 0, 2021 |
| Purpose of Travel: | To attend meeting with LGU at Tay Lelor | g Restaurant Poblacion T | avtav Palawan |
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| Per Diems/Expenses | | | |
| Assistants or Labore | | | |
| | hich travel should be charged : | | |
| Remarks or special i | instructions : | | |
| Certifications: | | | |
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| This is t | //Sec./Unit. | Approved by: | ons of the official/ |
| This is t | //Sec./Unit. | | ons of the official/ |
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| This is the employee of this Divergence of the Approximation of the Appr | //Sec./Unit. | Approved by: ERIBERTO B. S. | AÑOS, CESE |
| This is the employee of this Divergence of the Property of the Employee of the Property of the Employee of the | //Sec./Unit. | Approved by: ERIBERTO B. S. PENRO | AÑOS, CESE |
| This is the employee of this Divergence of this Divergence of this Divergence of this Divergence of the employee of this Divergence of the employee of this Divergence of the employee of this Divergence of the employee of this Divergence of this Divergence of the employee of this Divergence of the employee of this Divergence of the employee of this Divergence of this Divergence of this Divergence of this Divergence of the employee of this Divergence of the employee of the em | AUTHORIZA | Approved by: ERIBERTO B. S. PENRO | AÑOS, CESE |
| This is the employee of this Divergence of the Divergence of this Dive | AUTHORIZA thorize the Accountant to deduct the correspucceeding salary for my failure to liquidate | Approved by: ERIBERTO B. S. PENRO TION sponding amount of the set this travel within the property of the set this travel. | AÑOS, CESE unliquidated cash rescribed thirty-day |
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| Recommending App ALAN VALLE OIC-CENRO I hereby au advance from my speriod upon return | AUTHORIZA thorize the Accountant to deduct the corresucceeding salary for my failure to liquidate to my permanent official station pursu | Approved by: ERIBERTO B. S. PENRO Sponding amount of the se this travel within the property of the point to item 5.1.3 COA | unliquidated cash rescribed thirty-day |