



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.


ALAN VALLE

DENR CENRO
TAYTAY, PALAWAN
RELEASED

BY: g. 11.18.2021 CN 3980
DATE: 11.18.2021

EMPLOYEE ATTENDANCE LOGS

ID No. : 00000001

Dept. : DENR-CENRO TAYTAY

Name : VALLE, ALAN L.

DATE	am IN	am OUT	pm IN	pm OUT	OT IN	OT OUT
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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	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	07:30	12:30	12:50	17:30		
2021-09-14	Travel Order No. 2021-09-24-4373					
2021-09-15						
2021-09-16	Travel Order No. 2021-09-27-4260					
2021-09-17						
2021-09-18	Saturday					
2021-09-19	Sunday					
2021-09-20	Travel Order No. 2021-10-01-4621					
2021-09-21						
2021-09-22						
2021-09-23						
2021-09-24	Travel Order No. 2021-10-01-4611					
2021-09-25	Saturday					
2021-09-26	Sunday					
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					

I CERTIFY on this, to report 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.

ALAN L. VALLE

Verified as to prescribed office hours

ERIBERTO B. SANDOZ, 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

TRAVEL ORDER

(No. 2021-08-31-3609)

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 Sewerage Treatment Plant (STP) together with LGU and PCSD personnel.

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:

ALAN L. VALLE
OIC-CENRO

Approved by:

ERIBERTO B. SAÑOS, CESE
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 EO No. 248 dated May 29, 1995.

Official / Employee



Republic of the Philippines
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. 2021-09-07-3857)

Name :	<u>ENGR. ALAN L. VALLE</u>	Salary :	_____
Position :	<u>Engineer V/OIC-CENRO</u>	Div./Sec./Unit:	<u>CENRO</u>
Departure Date :	<u>September 3, 2021</u>	Official Station	<u>DENR-CENRO</u>
			<u>Taytay, Palawan</u>
Destination :	<u>PENRO Puerto Princesa City</u>	Arrival Date	<u>September 4, 2021</u>

Purpose of Travel :	<u>Confer with PENR Officer re issues and concerns related to CENRO Taytay and</u> <u>El Nido. Submit important documents; Follow up and pick up documents intended</u> <u>for CENRO Taytay and El Nido and purchase Office supplies for Official use.</u>		
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:

ALAN L. VALLE
OIC-CENRO

ERIBERTO B. SAÑOS
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.

Official / Employee



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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 6, 2021

TRAVEL ORDER

(No. 211-09-29-4251)

Name : ALAN L. VALLE

Position : Engineer V/OIC-CENRO

Departure Date : September 7, 2021

Destination : ENTMRPA, El Nido, Palawan

Purpose of Travel : To attend PAMB IEC Meeting at PAMO ENTMRPA, El Nido, Palawan

Salary : _____

Div./Sec./Unit: CENRO

Official Station DENR-CENRO

Taytay, Palawan

Arrival Date September 8, 2021

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:

ALAN L. VALLE
OIC-CENRO

Approved by:

ERIBERTO B. SAÑOS, CESE
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.

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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

(No. 2021-08-31-36081)

Name : ENGR. ALAN L. VALLE
Position : Engineer V/OIC-CENRO
Departure Date : September 8, 2021

Salary : _____
Div./Sec./Unit: CENRO
Official Station DENR-CENRO
Taytay, Palawan
Arrival Date September 10, 2021

Destination : Barangay Pamantolon, Canique and
Alacalian, Taytay, Palawan

Purpose of Travel : To conduct site visit of Graduated NGP of Barangay Pamantolon, Canique and Alacalian,
all within the municipality of Taytay, Palawan

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:

ALAN L. VALLE
OIC-CENRO

Approved by:

ERIBERTO B. SAÑOS
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.

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COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Taytay 5312, Palawan

Form No. 34
Date: September 13, 2021

TRAVEL ORDER

(No. 2021-09-24-4373)

Name: **ALAN L. VALLE**
Position: ENGINEER V
Departure Date: September 14, 2021
Destination: El Nido & Taytay, Palawan

Salary: _____
Div./Sec./Unit: _____
Official Station: CENRO-Taytay
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:


ALAN L. VALLE
OIC-CENRO

Approved by:


ERIBERTO B. SAÑOS
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 EO No. 248 dated May 29, 1995.

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MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

FMS Form No. 34

Date : September 15, 2021

TRAVEL ORDER

(No. 2021-09-27-42601)

Name : ALAN L. VALLE
Position : Engineer V/OIC-CENRO
Departure Date : September 15, 2021

Salary : _____
Div./Sec./Unit: CENRO
Official Station DENR-CENRO
Taytay, Palawan
Arrival Date September 18, 2021

Destination : El Nido, Palawan

Purpose of Travel : To attend as Resource Speaker on the Liga ng mga Barangay Training in El Nido, Palawan
to enlighten Barangay Officials on the Guidelines and Procedures for CENRO Certification
and other matters regarding with the DENR.

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:

ALAN L. VALLE
OIC-CENRO

Approved by:

ERIBERTO B. SANOS, CESE
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.

Official / Employee



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MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

FMS Form No. 34

Date : September 17, 2021

TRAVEL ORDER

(No. 2021-10-01-462/1)

Name : ALAN L. VALLE
Position : Engineer V/OIC-CENRO
Departure Date : September 19, 2021

Salary :
Div./Sec./Unit: CENRO
Official Station DENR-CENRO
Taytay, Palawan
Arrival Date September 21, 2021

Destination : Sitio Batbat, Villa Libertad,
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:

ALAN L. VALLE
OIC-CENRO

Approved by:

ERIBERTO B. SAÑOS, CESE
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.

Official / Employee



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MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

FMS Form No. 34

Date : September 20, 2021

TRAVEL ORDER

(No. 2021-10-01-4611)

Name : ALAN L. VALLE
Position : Engineer V/OIC-CENRO
Departure Date : September 22, 2021

Salary : _____
Div./Sec./Unit: CENRO
Official Station DENR-CENRO
Taytay, Palawan
Arrival Date September 28, 2021

Destination : Sta. Monica, Puerto Princesa City

Purpose of Travel : To attend scheduled Job Knowledge examination and panel interview to all qualified
DENR and outsider applicants that will be chaired by ARD Donna Mayor-Gordove
at PENRO Training Hall, Puerto Princesa City.

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:

ALAN L. VALLE
OIC-CENRO

Approved by:

ERIBERTO B. SAÑOS, CESE
PENRO

HORIZATION

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.

Official / Employee



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MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

FMS Form No. 34
Date : September 30, 2021

TRAVEL ORDER

(No. MM-11-05-VT15)

Name : ALAN L. VALLE
Position : Engineer V/OIC-CENRO
Departure Date : September 30, 2021

Salary : _____
Div./Sec./Unit: CENRO
Official Station DENR-CENRO
Taytay, Palawan
Arrival Date September 30, 2021

Destination : Tay Lelong Restaurant, Sorillo St.
Poblacion, Taytay, Palawan

Purpose of Travel : To attend meeting with LGU at Tay Lelong Restaurant, Poblacion, Taytay, Palawan.

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:

ALAN L. VALLE
OIC-CENRO

Approved by:

ERIBERTO B. SAÑOS, CESE
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.

Official / Employee