



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

November 02, 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
OCTOBER 2021**

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

For his information and record.


ALAN L. VALLE

**DENR CENRO
TAYTAY, PALAWAN
RELEASED**

BY: 
DATE: 11.18.2021 CN 3581

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 |
|------------|----------------------------------|--------|-------|--------|-------|--------|
| 2021-10-01 | 07:20 | 12:30 | 12:40 | 17:00 | | |
| 2021-10-02 | Saturday | | | | | |
| 2021-10-03 | Sunday | | | | | |
| 2021-10-04 | Travel Order No. 2021-11-05-5106 | | | | | |
| 2021-10-05 | | | | | | |
| 2021-10-06 | 07:20 | 12:30 | 12:38 | 17:20 | | |
| 2021-10-07 | 07:45 | 12:30 | 12:45 | 17:30 | | |
| 2021-10-08 | 07:00 | 12:30 | 12:50 | 17:31 | | |
| 2021-10-09 | Saturday | | | | | |
| 2021-10-10 | Sunday | | | | | |
| 2021-10-11 | 07:36 | 12:30 | 12:35 | 17:30 | | |
| 2021-10-12 | 07:44 | 12:30 | 12:40 | 17:30 | | |
| 2021-10-13 | 07:30 | 12:30 | 12:35 | 17:17 | | |
| 2021-10-14 | 08:00 | 12:30 | 12:40 | 17:09 | | |
| 2021-10-15 | 07:30 | 12:30 | 12:45 | 17:00 | | |
| 2021-10-16 | Saturday | | | | | |
| 2021-10-17 | Sunday | | | | | |
| 2021-10-18 | 07:15 | 12:30 | 12:50 | 17:15 | | |
| 2021-10-19 | Travel Order No. 2021-11-05-4938 | | | | | |
| 2021-10-20 | | | | | | |
| 2021-10-21 | 07:00 | 12:30 | 12:35 | 17:01 | | |
| 2021-10-22 | 07:25 | 12:15 | 12:42 | 17:07 | | |
| 2021-10-23 | Saturday | | | | | |
| 2021-10-24 | Sunday | | | | | |
| 2021-10-25 | 07:25 | 12:25 | 12:55 | 17:29 | | |
| 2021-10-26 | Travel Order No. 2021-11-05-4985 | | | | | |
| 2021-10-27 | | | | | | |
| 2021-10-28 | 07:37 | | | | | |
| 2021-10-29 | Travel Order No. 2021-11-05-5008 | | | | | |
| 2021-10-30 | Saturday | | | | | |
| 2021-10-31 | Sunday | | | | | |

I hereby certify 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. SANDS, CESE
PENRO



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

FMS Form No. 34
Date : October 01, 2021

TRAVEL ORDER

(No. 2021-11-05-5706)

Name : ALAN L. VALLE
Position : Engineer V/OIC-CENRO
Departure Date : October 02, 2021

Salary : _____
Div./Sec./Unit: CENRO
Official Station DENR-CENRO
Taytay, Palawan
Arrival Date October 06, 2021

Destination : El Nido, Palawan

Purpose of Travel : To supervise the monumenting of approved FLAgT of Ten Knots and delineation of easement in El Nido, 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



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

FMS Form No. 34
Date : October 19, 2021

TRAVEL ORDER

(No. 2021-11-05-49381)

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

Salary : _____
Div./Sec./Unit: CENRO
Official Station DENR-CENRO
Taytay, Palawan
Arrival Date October 20, 2021

Destination : Abongan, Taytay and El Nido,
Palawan

Purpose of Travel : To visit FPMS III in Barangay Abongan, Taytay, Palawan and monitor GEM activities in
El Nido, 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



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MIMAROPA-Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Poblacion, Taytay, Palawan
Email add: cenrotaytay@denr.gov.ph

Form No. 34
Date: October 25, 2021

TRAVEL ORDER
(No. 22-11-05-4985)

Name: ALAN L. VALLE

Salary: _____

Position: CENRO

Div./Sec./Unit: _____

Departure Date: October 26, 2021

Official Station: CENRO Taytay

Destination: Brgy. Abongan and Bato, Taytay, Palawan

Arrival Date: October 27, 2021

Purpose of Travel: To conduct site visit and monitoring on the graduated NGP site.

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
PENR Officer

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



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

FMS Form No. 34
Date : October 28, 2021

TRAVEL ORDER

(No. 2021-11-05-50081)

| | | | | |
|--|---|------------------|---|-------------------------|
| Name | : <u>ALAN L. VALLE</u> | Salary | : | _____ |
| Position | : <u>Engineer V/OIC-CENRO</u> | Div./Sec./Unit | : | <u>CENRO</u> |
| Departure Date | : <u>October 28, 2021</u> | Official Station | : | <u>DENR-CENRO</u> |
| | | | : | <u>Taytay, Palawan</u> |
| Destination | : <u>ENTMRPA El Nido, Palawan</u> | Arrival Date | : | <u>October 30, 2021</u> |
| | _____ | | : | _____ |
| Purpose of Travel | : <u>To monitor Green Economy Model (GEM) activities in El Nido and to attend</u> | | | |
| | : <u>ENTMRPA anniversary.</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:

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