



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

July 30, 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 FOR THE MONTH OF JULY 2021**

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

For his information and record.


ALAN L. VALLE

DENR CENRO
TAYTAY, PALAWAN
RELEASED
BY: *li*
DATE: 7/24/2021 *li* **CN** 3033

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
2021-07-01	Travel Order No. 07-2021-0743					
2021-07-02						
2021-07-03	Saturday					
2021-07-04	Sunday					
2021-07-05	07:30	12:10	12:55	17:30		
2021-07-06						
2021-07-07						
2021-07-08						
2021-07-09						
2021-07-10	Saturday					
2021-07-11	Sunday					
2021-07-12	WORK FROM HOME					
2021-07-13						
2021-07-14						
2021-07-15						
2021-07-16						
2021-07-17	Saturday					
2021-07-18	Sunday					
2021-07-19	7:35	12:20	12:45	17:20		
2021-07-20	HOLIDAY					
2021-07-21	07:05	12:20	12:45	17:10		
2021-07-22	07:30	12:03	12:45	17:12		
2021-07-23	07:15	12:30	12:45	17:35		
2021-07-24	Saturday					
2021-07-25	Sunday					
2021-07-26	06:45	12:20	12:45	17:30		
2021-07-27	Travel Order No. 07-2021-0859/PENRO T.O. No. 2021-08-16-3376					
2021-07-28						
2021-07-29	07:35	12:25	12:30	17:05		
2021-07-30	Travel Order No. 200 dated July 30, 2021					
2021-07-31						

I CERTIFY on my honor 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 VALLE

Verified as to prescribed office hours

ERIBERTO B. SANDOS, CESE
PENRO

DTR Region
copy



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: July 26, 2021

TRAVEL ORDER
(No. 2021-0876-3386)

Name : ALAN L. VALLE
Engineer V/ OIC, CENRO

Salary : _____

Departure Date : July 27, 2021

Div./Sec./Unit : _____

Official Station : DENR-CENRO

Taytay, Palawan

Destination : Barangayas Abongan, Old Guinlo, and
Banbanan, Taytay, Palawan

Arrival Date : July 28, 2021

Purpose of Travel : To facilitate meeting with the beneficiaries of Public Land Survey (PLS) project in Barangays
Abongan, Old Guinlo, and Banbanan, Taytay, Palawan

Per Diems/Expenses Allowed : _____

Assistants or Laborers Allowed : _____

Appropriations to which travel should be charged : _____

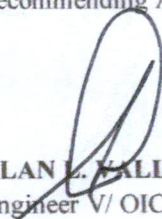
Remarks or special instructions : _____

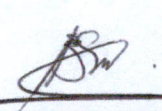
Certifications: _____

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:

Approved by:


ALAN L. VALLE
Engineer V/ 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



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 L&S Building, Roxas Blvd., Ermita, Manila

FMS Form No. 34
Date: July 21, 2021

TRAVEL ORDER
(No. Nº 200)

JUL 30 2021

Name: ENGR. ALAN L. VALLE
Position: Engineer V/OIC-CENRO
Departure Date: July 30, 2021
Destination: DENR Regional Office Manila
Salary: _____
Div./Sec./Unit: CENRO
Official Station: DENR-CENRO
Arrival Date: Taytay, Palawan
August 15, 2021
Purpose of Travel: To submit DTR and other documents. To confer with ARDTS re-issues in El Nido and Taytay, Palawan. Follow-up requested forfeiture order.
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:

Donna Mayor-Cordova
DONNA MAYOR-CORDOVE
ARD Management Services

Approved by:

Maria Lourdes G. Ferrer
MARIA LOURDES G. FERRER-CEO III
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 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