



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

April 12, 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 MARCH 2021**

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

For his information and record.

  
**ALAN L. VALLE**

**DENR GENRO**  
TAYTAY, PALAWAN  
**RELEASED**

BY:                       
DATE: 4/18/2021



## EMPLOYEE ATTENDANCE LOGS

**ID No. :** 00000001

**Dept. :** DENR-CENRO TAYTAY

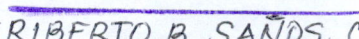
**Name :** VALLE, ALAN L.

DATE	am IN	am OUT	pm IN	pm OUT	OT IN	OT OUT
2021-03-01	07:23	12:14	12:38	17:09		
2021-03-02	07:34	12:02	12:58	17:10		
2021-03-03	Travel Order No. 2021-03-09-966 dated March 02, 2021					
2021-03-04						
2021-03-05						
2021-03-06	Saturday					
2021-03-07	Sunday					
2021-03-08	07:12	12:29	12:56	17:10		
2021-03-09	Travel Order No. 2021-03-18-1254 dated March 08, 2021					
2021-03-10						
2021-03-11						
2021-03-12	Saturday					
2021-03-13	Sunday					
2021-03-14	07:17	12:14	12:51	17:42		
2021-03-15	Travel Order No. 2021-03-24-1462 dated March 15, 2021					
2021-03-16	07:10	12:07	12:45	17:50		
2021-03-17	Travel Order No. 2021-03-24-1463 dated March 17, 2021					
2021-03-18	06:32 Travel Order No. 2021-03-29-1591 dated March 19, 2021					
2021-03-19						
2021-03-20						
2021-03-21	Saturday					
2021-03-22	Sunday					
2021-03-23	07:11	12:32	12:57	17:42		
2021-03-24	Travel Order No. 094 dated March 22, 2021					
2021-03-25						
2021-03-26						
2021-03-27						
2021-03-28						
2021-03-29						
2021-03-30						
2021-03-31						

I CERTIFY on my honor that the above is a true and correct representation of the time performed, record of arrival at and departure from the office.

  
ALAN L. VALLE

Verified as to prescribed office hours:

  
ERIBERTO B. SANTOS, 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 : March 02, 2021

**TRAVEL ORDER**

(No. 2021-03-04-9661)

Name : ALAN L. VALLE  
Position : Engineer V/OIC-CENRO  
Departure Date : March 03, 2021

Salary : \_\_\_\_\_  
Div./Sec./Unit: CENRO  
Official Station DENR-CENRO  
Taytay, Palawan  
Arrival Date March 05, 2021

Destination : El Nido, Palawan

Purpose of Travel : To attend ECAN Board meeting and Assist USEC Cuna.

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





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 : March 08, 2021

**TRAVEL ORDER**

(No. 2021-03-18-12541)

Name : ALAN L. VALLE  
Position : Engineer V/OIC-CENRO  
Departure Date : March 09, 2021

Salary :  
Div./Sec./Unit: CENRO  
Official Station DENR-CENRO  
Taytay, Palawan  
Arrival Date March 12, 2021

Destination : Pamantolon, Sandoval, Taytay, Palawan;  
New Ibajay and San Fernando, El Nido, Palawan

Purpose of Travel : To conduct field visit of NGP site in Barangay Pamantolon, Sandoval, Taytay, Palawan; and  
Barangay New Ibajay and San Fernando, El Nido, Palawan.  
Assist in the conduct of PA zoning inspection and easement zone delineation, demarcation  
and installation of PVC pipes in the area applied for SAPA of Cauayan Island Resort 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





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 : March 15, 2021

**TRAVEL ORDER**

(No. 2021-03-24-1462)

Name : ALAN L. VALLE  
Position : Engineer V/OIC-CENRO  
Departure Date : March 16, 2021

Salary : \_\_\_\_\_  
Div./Sec./Unit: CENRO  
Official Station DENR-CENRO  
Taytay, Palawan  
Arrival Date March 16, 2021

Destination : Barangay Sibaltan, El Nido, Palawan

Purpose of Travel : To participate coastal clean up in Barangay Sibaltan, 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. 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





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: March 17, 2021

**TRAVEL ORDER**

(No 2021-03-24-1468)

Name: ALAN L. VALLE  
Position: Engineer V  
Departure Date: March 18, 2021  
Destination: El Nido, Palawan

Salary: \_\_\_\_\_  
Div./Sec./Unit: \_\_\_\_\_  
Official Station: CENRO-Taytay  
Arrival Date: March 18, 2021

Purpose of Travel: To conduct ocular inspection together with PCSD of land status and PA zoning in Barangay Pasadena, EL Nido, Palawan

Per Diems/Expenses Allowed: \_\_\_\_\_

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Report to official station and submit report upon completion of travel.

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:

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 EO No. 248 dated May 29, 1995.

\_\_\_\_\_  
Official / Employee





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 : March 19, 2021

**TRAVEL ORDER**

(No. 2021-03-29-141)

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

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

Destination : DENR PENRO Puerto Princesa City

Purpose of Travel : To attend meeting with Provincial Director at PENR Office, Sta. Monica, 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

**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  
Office of the Regional Executive Director  
MIMAROPA Region  
Ermita, Manila

MAR 22 2021

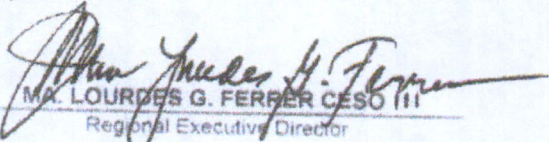
**TRAVEL ORDER**(No. 094)

Name	<u>ALAN L. VALLE</u>	Salary	
Position	<u>Engineer V/OIC-CENRO</u>	Div/Sec/Unit	<u>CENRO</u>
Departure Date	<u>March 23<sup>rd</sup> 2021</u>	Official Station	<u>DENR-CENRO</u>
Destination	<u>DENR Regional Office Manila</u>	Arrival Date	<u>April 12, 2021</u>
Purpose of Travel	<u>To submit DTR, and other documents. Follow-up authority to purchase vehicle under fund. Request for forfeiture order of apprehended forest products, and confer ARDTS issue within CENRO Taytay Area of Jurisdiction</u>		
Per Diems/Expenses Allowed	<u>2,200.00/day</u>		
Assistants or Laborer Allowed			
Appropriations to which travel should be charged			
Remarks or special instructions			

**Certifications:**

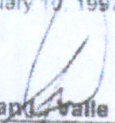
This is to certify that the travel is necessary and is connected with the functions of the official/employee of this Division/Section/Unit.

Approved:

  
MA. LOURDES G. FERRER CESO III  
Regional Executive Director

**AUTHORIZATION**

I hereby authorize the Accountant to deduct the corresponding amount of the un liquidated 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 Section 16 EO No. 248 dated May 29, 1995

  
Alan L. Valle  
Engineer VI OIC-CENRO