



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

January 10, 2022

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
DECEMBER 2021**

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

For his information and record.


ALAN L. VALLE

DENR CENRO
TAYTAY, PALAWAN
RELEASED

BY:
DATE: JAN 24 2022

EMPLOYEE ATTENDANCE LOGS

ID No. : 000000001

Dept. : DENR-CENRO TAYTAY

Name : VALLE, ALAN L.

DATE	am IN	am OUT	pm IN	pm OUT	OT IN	OT OUT
2021-12-01						
2021-12-02						
2021-12-03						
2021-12-04	Saturday					
2021-12-05	Sunday					
2021-12-06						
2021-12-07	Travel Order No. 375 dated November 22, 2021					
2021-12-08						
2021-12-09						
2021-12-10	07:26	12:14	12:49	17:10		
2021-12-11	Saturday					
2021-12-12	Sunday					
2021-12-13	07:12	12:00	12:50	17:10		
2021-12-14	07:20	12:06	12:35	17:20		
2021-12-15	07:40	12:05	12:46	17:15		
2021-12-16	07:45	12:10	12:55	17:25		
2021-12-17						
2021-12-18	Saturday					
2021-12-19	Sunday					
2021-12-20						
2021-12-21						
2021-12-22						
2021-12-23	Travel Order No. 393 dated December 18, 2021					
2021-12-24						
2021-12-25	Saturday					
2021-12-26	Sunday					
2021-12-27						
2021-12-28						
2021-12-29						
2021-12-30	Holiday					
2021-12-31	WORK FROM HOME					

I CERTIFY on this _____ day of _____, 2021, that the above is a true and correct report of the work performed, record of which was made at the time of arrival at and departure from office.

ALAN L. VALLE

Verified as to prescribed office hours

ERIBERTO B. SAÑOS, CESA
PENRO



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

FMS Form No. 34

TRAVEL ORDER

(No. 393)

December 13, 2021

Name : ALAN L. VALLE
Position : CENRO
Departure Date : December 17, 2021

Salary : _____
Div./Sec./Unit: CENRO
Official Station DENR-CENRO
Taytay, Palawan
Arrival Date December 29, 2021

Destination : DENR-PENRO Sta. Monica, PPCity
DENR MIMAROPA Region

Purpose of Travel : To submit documents to PENRO and Regional Office; Attend DENR MIMAROPA
General Assembly; Follow up PLS survey and request for issuance of 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:

ERIBERTO B. SANOS, CESE
PENRO

Approved by:

DONNA MAYOR-GORDOVER
ARD Management Services

MARIA LOURDES G. FERRER, CESO 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.

ALAN L. VALLE
Official / Employee

DTK



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 : November 22, 2021

TRAVEL ORDER

(No. 10375)

Name : ALAN L. VALLE
Position : Engineer V/OIC-CENRO
Departure Date : November 26, 2021

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

Destination : DENR MIMAROPA Region
Manila

Purpose of Travel : To submit Daily Time Record (DTR) and other lacking requirements of CENRO position;
Follow up PLS Survey; Attend Management Conference; Follow up requested
issuance of Forfeiture Order; Attend Oath Taking Ceremony for CENRO position.

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:

ERIBERTO B. SANOS, CESE..
PENRO

DONNA MAYOR-GORDOVE
ARD Management Services

Approved by:

MARIA LOURDES G. FERRER, CESO III
Regional Executive Director

AUTHORIZATION

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Official / Employee