

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
PENRO - Occidental Mindoro  
DAILY TIME RECORD

NAME : ERNESTO E. TAÑADA  
EMPLOYEE NO. :  
POSITION :  
DTR PERIOD : 10/1/2022 - 10/31/2022

STATUS :  
DIVISION :  
SCHEDULE : 8:00 AM to 5:00 PM

| DATE       | Day | MORNING                    |                            | AFTERNOON                    |                                    | LOW | OT | LT    | UT    | REMARKS                                     |
|------------|-----|----------------------------|----------------------------|------------------------------|------------------------------------|-----|----|-------|-------|---|
|            |     | IN                         | OUT                        | IN                           | OUT                                |     |    |       |       |   |
| 10/01/2022 | Sat | SATURDAY                   | SATURDAY                   | SATURDAY                     | SATURDAY                           |     |    |       |       |   |
| 10/02/2022 | Sun | SUNDAY                     | SUNDAY                     | SUNDAY                       | SUNDAY                             |     |    |       |       |   |
| 10/03/2022 | Mon | CONSERV. AND PROTECTION OF | CONSERV. AND PROTECTION OF | BD CORRIDOR MEETING RE. SPOT | BD CORRIDOR MEETING RE. SPOT CHECK |     |    |       |       |   |
| 10/04/2022 | Tue | 07:50 AM                   | 12:00 PM                   | 12:50 PM                     | 05:05 PM                           |     |    |       |       |   |
| 10/05/2022 | Wed | 07:40 AM                   | 12:00 PM                   | 12:50 PM                     | 05:10 PM                           |     |    |       |       |   |
| 10/06/2022 | Thu | 07:55 AM                   | 12:03 PM                   | 12:56 PM                     | 05:10 PM                           |     |    |       |       |   |
| 10/07/2022 | Fri | 07:59 AM                   | 12:03 PM                   | 12:50 PM                     | 05:13 PM                           |     |    |       |       |   |
| 10/08/2022 | Sat | SATURDAY                   | SATURDAY                   | SATURDAY                     | SATURDAY                           |     |    |       |       |   |
| 10/09/2022 | Sun | SUNDAY                     | SUNDAY                     | SUNDAY                       | SUNDAY                             |     |    |       |       |   |
| 10/10/2022 | Mon | 08:00 AM                   | 12:02 PM                   | 12:59 PM                     | 05:09 PM                           |     |    |       |       |   |
| 10/11/2022 | Tue | TRAVEL ORDER               | TRAVEL ORDER               | TRAVEL ORDER                 | TRAVEL ORDER                       |     |    |       |       | # 686                                       |
| 10/12/2022 | Wed | TRAVEL ORDER               | TRAVEL ORDER               | TRAVEL ORDER                 | TRAVEL ORDER                       |     |    |       |       | # 686                                       |
| 10/13/2022 | Thu | TRAVEL ORDER               | TRAVEL ORDER               | TRAVEL ORDER                 | TRAVEL ORDER                       |     |    |       |       | # 686                                       |
| 10/14/2022 | Fri | MEETING                    | MEETING                    | MEETING                      | MEETING                            |     |    |       |       | INTERVIEW OF APPLICANTS FOR VACANT POSITION |
| 10/15/2022 | Sat | SATURDAY                   | SATURDAY                   | SATURDAY                     | SATURDAY                           |     |    |       |       |   |
| 10/16/2022 | Sun | SUNDAY                     | SUNDAY                     | SUNDAY                       | SUNDAY                             |     |    |       |       |   |
| 10/17/2022 | Mon | MEETING                    | MEETING                    | MEETING                      | MEETING                            |     |    |       |       | OMSC SAN JOSE OCCIDENTAL MINDORO            |
| 10/18/2022 | Tue | MEETING                    | MEETING                    | MEETING                      | MEETING                            |     |    |       |       | CALAPAN ORIENTAL MINDORO                    |
| 10/19/2022 | Wed | 07:58 AM                   | 12:04 PM                   | 12:40 PM                     | 05:06 PM                           |     |    |       |       |   |
| 10/20/2022 | Thu | 07:49 AM                   | 12:00 PM                   | 12:58 PM                     | 05:07 PM                           |     |    |       |       |   |
| 10/21/2022 | Fri | 07:56 AM                   | 12:04 PM                   | 01:00 PM                     | 05:08 PM                           |     |    |       |       |   |
| 10/22/2022 | Sat | SATURDAY                   | SATURDAY                   | SATURDAY                     | SATURDAY                           |     |    |       |       |   |
| 10/23/2022 | Sun | SUNDAY                     | SUNDAY                     | SUNDAY                       | SUNDAY                             |     |    |       |       |   |
| 10/24/2022 | Mon | MEETING                    | MEETING                    | MEETING                      | MEETING                            |     |    |       |       | MANAGEMENT CONFERENCE                       |
| 10/25/2022 | Tue | MEETING                    | MEETING                    | MEETING                      | MEETING                            |     |    |       |       | MANAGEMENT CONFERENCE                       |
| 10/26/2022 | Wed | MEETING                    | MEETING                    | MEETING                      | MEETING                            |     |    |       |       | MANAGEMENT CONFERENCE                       |
| 10/27/2022 | Thu | MEETING                    | MEETING                    | MEETING                      | MEETING                            |     |    |       |       | MANAGEMENT CONFERENCE                       |
| 10/28/2022 | Fri | MEETING                    | MEETING                    | MEETING                      | MEETING                            |     |    |       |       | MANAGEMENT CONFERENCE                       |
| 10/29/2022 | Sat | SATURDAY                   | SATURDAY                   | SATURDAY                     | SATURDAY                           |     |    |       |       |   |
| 10/30/2022 | Sun | SUNDAY                     | SUNDAY                     | SUNDAY                       | SUNDAY                             |     |    |       |       |   |
| 10/31/2022 | Mon | SPECIAL NON WORKING DAY    | SPECIAL NON WORKING DAY    | SPECIAL NON WORKING DAY      | SPECIAL NON WORKING DAY            |     |    |       |       | HOLIDAY                                     |
| TOTAL      |     |                            |                            |                              |                                    | -   | -  | 00:00 | 00:00 |   |

I certify that the entries on this record, which were made by myself daily at the time of arrival and departure from office are true and correct.

Verified as to the prescribed office hours.

ERNESTO E. TAÑADA

Employee

LORMELYN E. CLAUDIO, CESO IV

REGIONAL EXECUTIVE DIRECTOR

REMINDER : Please return within 5 days together with the required supporting documents. (i.e. Special Order, Travel Orders, Notice of Meeting, etc. )