



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO - OCCIDENTAL MINDORO**  
**DAILY TIME RECORD**

Employee No : OSEC - DENRB - DMOS - 57 - 2014

Status : PERMANENT

Employee Name : ERNESTO E TAÑADA

Office : PENRO - OCCIDENTAL MINDORO

Date Range : 2023-11-01 - 2023-11-30

Schedule : FLEXIBLE TIME

| DATE       | DAY | MORNING      |              | AFTERNOON    |              | LT  | UT  | REMARKS  |
|------------|-----|--------------|--------------|--------------|--------------|-----|-----|--|
|            |     | In           | Out          | In           | Out          |     |     |  |
| 11/01/2023 | Wed | HOLIDAY      | HOLIDAY      | HOLIDAY      | HOLIDAY      |     |     | ALL SAINT'S DAY                                    |
| 11/02/2023 | Thu | HOLIDAY      | HOLIDAY      | HOLIDAY      | HOLIDAY      |     |     | SPECIAL NON WORKING DAY                            |
| 11/03/2023 | Fri | 7:58 AM      | 12:02 PM     | 12:40 PM     | 5:28 PM      |     |     |  |
| 11/04/2023 | Sat | SATURDAY     | SATURDAY     | SATURDAY     | SATURDAY     |     |     |  |
| 11/05/2023 | Sun | SUNDAY       | SUNDAY       | SUNDAY       | SUNDAY       |     |     |  |
| 11/06/2023 | Mon | 7:49 AM      | 12:03 PM     | 12:41 PM     | 5:19 PM      |     |     |  |
| 11/07/2023 | Tue | 8:11 AM      | 12:05 PM     | 12:41 PM     | 5:21 PM      |     |     |  |
| 11/08/2023 | Wed | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER |     |     | #1116  |
| 11/09/2023 | Thu | 8:14 AM      | 12:09 PM     | 12:36 PM     | 5:18 PM      |     |     |  |
| 11/10/2023 | Fri | EVENT        | EVENT        | EVENT        | EVENT        |     |     | MOA Signing (Training Center)                      |
| 11/11/2023 | Sat | SATURDAY     | SATURDAY     | SATURDAY     | SATURDAY     |     |     |  |
| 11/12/2023 | Sun | SUNDAY       | SUNDAY       | SUNDAY       | SUNDAY       |     |     |  |
| 11/13/2023 | Mon | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER |     |     | ( BATAAN )   |
| 11/14/2023 | Tue | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER |     |     | ( BATAAN )   |
| 11/15/2023 | Wed | HOLIDAY      | HOLIDAY      | HOLIDAY      | HOLIDAY      |     |     | SPECIAL NON-WORKING HOLIDAY                        |
| 11/16/2023 | Thu | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER |     |     | ( BATAAN )   |
| 11/17/2023 | Fri | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER |     |     | ( BATAAN )   |
| 11/18/2023 | Sat | SATURDAY     | SATURDAY     | SATURDAY     | SATURDAY     |     |     |  |
| 11/19/2023 | Sun | SUNDAY       | SUNDAY       | SUNDAY       | SUNDAY       |     |     |  |
| 11/20/2023 | Mon | LEAVE        | LEAVE        | LEAVE        | LEAVE        |     |     | Vacation Leave                                     |
| 11/21/2023 | Tue | LEAVE        | LEAVE        | LEAVE        | LEAVE        |     |     | Vacation Leave                                     |
| 11/22/2023 | Wed | LEAVE        | LEAVE        | LEAVE        | LEAVE        |     |     | Vacation Leave                                     |
| 11/23/2023 | Thu | LEAVE        | LEAVE        | LEAVE        | LEAVE        |     |     | Vacation Leave                                     |
| 11/24/2023 | Fri | LEAVE        | LEAVE        | LEAVE        | LEAVE        |     |     | Vacation Leave                                     |
| 11/25/2023 | Sat | SATURDAY     | SATURDAY     | SATURDAY     | SATURDAY     |     |     |  |
| 11/26/2023 | Sun | SUNDAY       | SUNDAY       | SUNDAY       | SUNDAY       |     |     |  |
| 11/27/2023 | Mon | HOLIDAY      | HOLIDAY      | HOLIDAY      | HOLIDAY      |     |     | BONIFACIO DAY                                      |
| 11/28/2023 | Tue | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER |     |     | (MANILA) DENR MIMAROPA PASA REPORT OF VERDE ISLAND |
| 11/29/2023 | Wed | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER |     |     | (MANILA) DENR MIMAROPA PASA REPORT OF VERDE ISLAND |
| 11/30/2023 | Thu | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER | TRAVEL ORDER |     |     | (MANILA) DENR MIMAROPA PASA REPORT OF VERDE ISLAND |
| Total      |     |              |              |              |              | 0:0 | 0:0 |  |

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.

ERNESTO E TAÑADA

Employee

Verified as to the prescribed office hours.

FELIX S. MIRASOL JR., 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.)