

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

NAME : ERNESTO E. TAÑADA  
EMPLOYEE NO. :  
POSITION :  
DTR PERIOD : 12/1/2022 - 12/31/2022

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

DATE	Day	MORNING		AFTERNOON		LOW	OT	LT	UT	REMARKS
		IN	OUT	IN	OUT					
12/01/2022	Thu	OTHERS	OTHERS	OTHERS	OTHERS					RA9184
12/02/2022	Fri	OTHERS	OTHERS	OTHERS	OTHERS					RA9184
12/03/2022	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
12/04/2022	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
12/05/2022	Mon	MEETING	MEETING	MEETING	MEETING					PMRB
12/06/2022	Tue	08:00 AM	12:13 PM	12:55 PM	05:00 PM					
12/07/2022	Wed	07:50 AM	12:22 PM	12:58 PM	05:00 PM					
12/08/2022	Thu	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY					FEAST OF THE IMMACULATE CONCEPTION
12/09/2022	Fri	07:40 AM	12:04 PM	12:40 PM	05:03 PM					
12/10/2022	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
12/11/2022	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
12/12/2022	Mon	08:00 AM	12:13 PM	12:59 PM	05:20 PM					
12/13/2022	Tue	OTHERS	OTHERS	OTHERS	OTHERS					YEAR END ASSESSMENT FOR CY 2022
12/14/2022	Wed	OTHERS	OTHERS	OTHERS	OTHERS					YEAR END ASSESSMENT FOR CY 2022
12/15/2022	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					# ATTEND GENERAL ASSEMBLY
12/16/2022	Fri	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					# ATTEND GENERAL ASSEMBLY
12/17/2022	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
12/18/2022	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
12/19/2022	Mon	07:59 AM	12:05 PM	12:41 PM	05:21 PM					
12/20/2022	Tue	07:50 AM	12:00 PM	12:50 PM	10:34 PM					
12/21/2022	Wed	07:50 AM	12:02 PM	12:43 PM	05:06 PM					
12/22/2022	Thu	07:54 AM	12:05 PM	12:45 PM	05:04 PM					
12/23/2022	Fri	07:50 AM	12:01 PM	12:50 PM	05:17 PM					
12/24/2022	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
12/25/2022	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
12/26/2022	Mon	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY					SPECIAL NON-WORKING DAY
12/27/2022	Tue	08:00 AM	12:06 PM	12:51 PM	10:20 PM					
12/28/2022	Wed	08:00 AM	12:05 PM	12:51 PM	05:01 PM					
12/29/2022	Thu	08:00 AM	12:00 PM	12:41 PM	05:20 PM					
12/30/2022	Fri	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY					RIZAL DAY
12/31/2022	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
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. )