



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 · 929-6628 · 929-6635 · 929-4028 · 929-3618
426-0465 · 426-0001 · 426-0347 · 426-0480 · 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 · 455-3300

RECORD OF ATTENDANCE/LEAVE

(For Third Level Appointee/Designated OICs Only)

I hereby certify that I have rendered services for the month of June 1-30, 2022 except on the following dates due to the reason/s indicated (please check type of leave availed of/purpose and/or destination of travel:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS* (Special Leave Privileges, Forced Leave, etc.)
	NONE	NONE	NONE

This Certification is being issued in accordance with Sec. 3 of Rule XVII on Government Office Hours of the CSC Hours of the CSC Laws and Rules.

LORMELYN E. CLAUDIO
(Name and Signature)

Regional Executive Director
(Position/Designation)

DENR Region IV-B
(Place of Assignment)

(Date)

Noted:

ATTY. JUAN MIGUEL T. CUNA, CESO I
Undersecretary



MEMORANDUM FOR THE SECRETARY

THRU : The Undersecretary for Administration, Finance,
Human Resources, Information Systems, Legal, Legislative
Affairs and Anti-Corruption

The Undersecretary for Field Operations-Luzon,
Visayas and Environment

FROM : The Regional Executive Director

SUBJECT : RECORD OF ATTENDANCE/LEAVE

DATE :

Respectfully submitted is the copy of my Record of Attendance/Leave for the month of JUNE 2022.

This is in compliance with the Memorandum dated September 15, 2014 by Undersecretary Ernesto D. Adobo, Jr. regarding the submission of Office Attendance of Presidential Appointees and Officers-In-Charge to Third Level Positions.

For information and record.

LORMELYN E. CLAUDIO, CESO IV

RECORD OF ATTENDANCE
(For Third Level Appointees/Designated OICs Only)

I hereby certify that I have rendered services for the month of August 2022 except on the following dates due to the reason/s indicated (please check type of leave availed of/purpose and/or destination of travel:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS (Special Leave, Privileges, Forced Leave, etc.)
None			

This certification is being issued in accordance with Section 3, Rule XVII on Government Office Hours of the Omnibus Rules, Implementing Book V of E.O. 292.

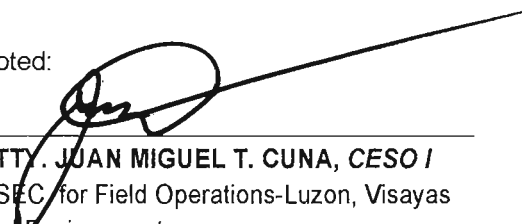

LORMELYN E. CLAUDIO, CESO IV

REGIONAL EXECUTIVE DIRECTOR

DENR MIMAROPA
Place of Assignment

Date:

Noted:


ATTY. JUAN MIGUEL T. CUNA, CESO I
USEC for Field Operations-Luzon, Visayas
and Environment

-
- Chief of Staff signs attendance of USECs and ASECs
 - USEC for Field Operations signs attendance of REDs and OIC-REDs
 - REDs signs attendance of Regional Technical Directors
 - ASEC for Administration and Finance signs attendance of Bureau Directors, Service Directors and Assistant Bureau Directors
 - EMB Director signs attendance of EMB Regional Directors
 - MGB Director signs attendance of MGB Regional Directors

Note:

1. Please attach application for leave of absence in the proper form;
2. Please submit this Certification to the Personnel Division/Section within the first five (5) working days of the succeeding month



MEMORANDUM FOR THE SECRETARY

**THRU : The Undersecretary for Administration, Finance,
Human Resources, Information Systems, Legal, Legislative
Affairs and Anti-Corruption**

**The Undersecretary for Field Operations-Luzon,
Visayas and Environment**

FROM : The Regional Executive Director

SUBJECT : RECORD OF ATTENDANCE/LEAVE

DATE : DEC 20 2022

Respectfully submitted is the copy of my Record of Attendance/Leave for the month of AUGUST 2022.

This is in compliance with the Memorandum dated September 15, 2014 by Undersecretary Ernesto D. Adobo, Jr. regarding the submission of Office Attendance of Presidential Appointees and Officers-In-Charge to Third Level Positions.

For information and record.

LORMELYN E. CLAUDIO, CESO IV



Department of Environment
and Natural Resources
MIMAROPA Region



Doc ID: 100226

RECORD OF ATTENDANCE
(For Third Level Appointees/Designated OICs Only)

I hereby certify that I have rendered services for the month of September 2022 except on the following dates due to the reason/s indicated (please check type of leave availed of/purpose and/or destination of travel:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS (Special Leave, Privileges, Forced Leave, etc.)
None			

This certification is being issued in accordance with Section 3, Rule XVII on Government Office Hours of the Omnibus Rules, Implementing Book V of E.O. 292.

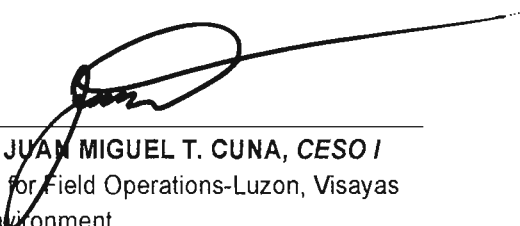

LORMELYN E. CLAUDIO, *CESO IV*

REGIONAL EXECUTIVE DIRECTOR

DENR MIMAROPA
Place of Assignment

Date:

Noted:


ATTY. JUAN MIGUEL T. CUNA, *CESO I*
USEC. for Field Operations-Luzon, Visayas
and Environment

- Chief of Staff signs attendance of USECs and ASECs
- USEC for Field Operations signs attendance of REDs and OIC-REDs
- REDs signs attendance of Regional Technical Directors
- ASEC for Administration and Finance signs attendance of Bureau Directors, Service Directors and Assistant Bureau Directors
- EMB Director signs attendance of EMB Regional Directors
- MGB Director signs attendance of MGB Regional Directors

Note:

1. Please attach application for leave of absence in the proper form;
2. Please submit this Certification to the Personnel Division/Section within the first five (5) working days of the succeeding month



MEMORANDUM FOR THE SECRETARY

THRU : The Undersecretary for Administration, Finance,
Human Resources, Information Systems, Legal, Legislative
Affairs and Anti-Corruption

The Undersecretary for Field Operations-Luzon,
Visayas and Environment

FROM : The Regional Executive Director

SUBJECT : **RECORD OF ATTENDANCE/LEAVE**

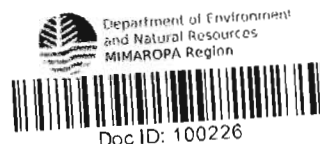
DATE : DEC 20 2022

Respectfully submitted is the copy of my Record of Attendance/Leave for the month of SEPTMEBER 2022.

This is in compliance with the Memorandum dated September 15, 2014 by Undersecretary Ernesto D. Adobo, Jr. regarding the submission of Office Attendance of Presidential Appointees and Officers-In-Charge to Third Level Positions.

For information and record.

LORMELYN E. CLAUDIO, CESO IV



RECORD OF ATTENDANCE
(For Third Level Appointees/Designated OICs Only)

I hereby certify that I have rendered services for the month of October 2022 except on the following dates due to the reason/s indicated (please check type of leave availed of/purpose and/or destination of travel:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS (Special Leave, Privileges, Forced Leave, etc.)
None			


This certification is being issued in accordance with Section 3, Rule XVII on Government Office Hours of the Omnibus Rules, Implementing Book V of E.O. 292.


LORMELYN E. CLAUDIO, CESO IV

REGIONAL EXECUTIVE DIRECTOR

DENR MIMAROPA
Place of Assignment

Date:

Noted: 
ATTY. JUAN MIGUEL T. CUNA, CESO I
USEC for Field Operations-Luzon, Visayas and Environment

- Chief of Staff signs attendance of USECs and ASECs
- USEC for Field Operations signs attendance of REDs and OIC-REDs
- REDs signs attendance of Regional Technical Directors
- ASEC for Administration and Finance signs attendance of Bureau Directors, Service Directors and Assistant Bureau Directors
- EMB Director signs attendance of EMB Regional Directors
- MGB Director signs attendance of MGB Regional Directors

Note:

1. Please attach application for leave of absence in the proper form;
2. Please submit this Certification to the Personnel Division/Section within the first five (5) working days of the succeeding month



MEMORANDUM FOR THE SECRETARY

THRU : The Undersecretary for Administration, Finance,
Human Resources, Information Systems, Legal, Legislative
Affairs and Anti-Corruption

The Undersecretary for Field Operations-Luzon,
Visayas and Environment

FROM : The Regional Executive Director

SUBJECT : **RECORD OF ATTENDANCE/LEAVE**

DATE : DEC 20 2022

Respectfully submitted is the copy of my Record of Attendance/Leave for the month of OCTOBER 2022.

This is in compliance with the Memorandum dated September 15, 2014 by Undersecretary Ernesto D. Adobo, Jr. regarding the submission of Office Attendance of Presidential Appointees and Officers-In-Charge to Third Level Positions.

For information and record.

LORMELYN E. CLAUDIO, CESO IV



Department of Environment
and Natural Resources
MIMAROPA Region



Doc ID: 100226

RECORD OF ATTENDANCE
(For Third Level Appointees/Designated OICs Only)

I hereby certify that I have rendered services for the month of November 2022 except on the following dates due to the reason/s indicated (please check type of leave availed of/purpose and/or destination of travel:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS (Special Leave, Privileges, Forced Leave, etc.)
None			

This certification is being issued in accordance with Section 3, Rule XVII on Government Office Hours of the Omnibus Rules, Implementing Book V of E.O. 292.



LORMELYN E. CLAUDIO, CESO IV

REGIONAL EXECUTIVE DIRECTOR

DENR MIMAROPA
Place of Assignment

Date:

Noted:


ATTY. JUAN MIGUEL T. CUNA, CESO I
USEC for Field Operations-Luzon, Visayas and Environment

- Chief of Staff signs attendance of USECs and ASECs
- USEC for Field Operations signs attendance of REDs and OIC-REDs
- REDs signs attendance of Regional Technical Directors
- ASEC for Administration and Finance signs attendance of Bureau Directors, Service Directors and Assistant Bureau Directors
- EMB Director signs attendance of EMB Regional Directors
- MGB Director signs attendance of MGB Regional Directors

Note:

1. Please attach application for leave of absence in the proper form;
2. Please submit this Certification to the Personnel Division/Section within the first five (5) working days of the succeeding month



MEMORANDUM FOR THE SECRETARY

THRU : The Undersecretary for Administration, Finance,
Human Resources, Information Systems, Legal, Legislative
Affairs and Anti-Corruption

The Undersecretary for Field Operations-Luzon,
Visayas and Environment

FROM : The Regional Executive Director

SUBJECT : **RECORD OF ATTENDANCE/LEAVE**

DATE : DEC 20 2022

Respectfully submitted is the copy of my Record of Attendance/Leave for the month of NOVEMBER 2022.

This is in compliance with the Memorandum dated September 15, 2014 by Undersecretary Ernesto D. Adobo, Jr. regarding the submission of Office Attendance of Presidential Appointees and Officers-In-Charge to Third Level Positions.

For information and record.

LORMELYN E. CLAUDIO, CESO IV



Department of Environment
and Natural Resources
MIMAROPA Region



Doc ID: 100226

RECORD OF ATTENDANCE
(For Third Level Appointees/Designated OICs Only)

I hereby certify that I have rendered services for the month of December 2022 except on the following dates due to the reason/s indicated (please check type of leave availed of/purpose and/or destination of travel:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS (Special Leave, Privileges, Forced Leave, etc.)
DECEMBER 28-29, 2022			FORCED LEAVE

This certification is being issued in accordance with Section 3, Rule XVII on Government Office Hours of the Omnibus Rules, Implementing Book V of E.O. 292.



LORMELYN E. CLAUDIO, CESO IV

REGIONAL EXECUTIVE DIRECTOR

DENR MIMAROPA
Place of Assignment

Date:

Noted:


ATTY. JUAN MIGUEL T. CUNA, CESO I
USEC. for Field Operations-Luzon, Visayas and Environment

- Chief of Staff signs attendance of USECs and ASECs
- USEC for Field Operations signs attendance of REDs and OIC-REDs
- REDs signs attendance of Regional Technical Directors
- ASEC for Administration and Finance signs attendance of Bureau Directors, Service Directors and Assistant Bureau Directors
- EMB Director signs attendance of EMB Regional Directors
- MGB Director signs attendance of MGB Regional Directors

Note:

1. Please attach application for leave of absence in the proper form;
2. Please submit this Certification to the Personnel Division/Section within the first five (5) working days of the succeeding month



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR MIMAROPA	2. NAME : (Last) (First) (Middle) CLAUDIO LORMELYN ESTRADA													
3. DATE OF FILING DECEMBER 27, 2022 4. POSITION REGIONAL EXECUTIVE DIRECTOR 5. SALARY _____														
6. DETAILS OF APPLICATION														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><p>6.A TYPE OF LEAVE TO BE AVAILED OF</p><p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input checked="" type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> Maternity Leave (RA No. 11210 / IRR issued by CSC, DOLE and SSS)</p><p><input type="checkbox"/> Paternity Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended)</p><p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p><p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p><p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p><p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p><p><input type="checkbox"/> Adoption Leave (RA No. 8552)</p><p>Others: _____</p></div><div style="width: 48%;"><p>6.B DETAILS OF LEAVE</p><p><i>In case of Vacation/Special Privilege Leave:</i></p><p><input type="checkbox"/> Within the Philippines _____</p><p><input type="checkbox"/> Abroad (Specify) _____</p><p><i>In case of Sick Leave:</i></p><p><input type="checkbox"/> In Hospital (Specify Illness) _____</p><p><input type="checkbox"/> Out Patient (Specify Illness) _____</p><p><i>In case of Special Leave Benefits for Women:</i></p><p>(Specify Illness) _____</p><p><i>In case of Study Leave:</i></p><p><input type="checkbox"/> Completion of Master's Degree</p><p><input type="checkbox"/> BAR/Board Examination Review</p><p><i>Other purpose:</i></p><p><input type="checkbox"/> Monetization of Leave Credits</p><p><input type="checkbox"/> Terminal Leave</p></div></div>														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><p>6.C NUMBER OF WORKING DAYS APPLIED FOR TWO (2)</p><p>INCLUSIVE DATES DECEMBER 28-29, 2022</p></div><div style="width: 48%;"><p>6.D COMMUTATION</p><p><input type="checkbox"/> Not Requested</p><p><input checked="" type="checkbox"/> Requested </p><p style="text-align: right;">LORMELYN E. CLAUDIO, CESO IV (Signature of Applicant)</p></div></div>														
7. DETAILS OF ACTION ON APPLICATION														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><p>7.A CERTIFICATION OF LEAVE CREDITS</p><p>As of _____</p><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table><p>_____ (Authorized Officer)</p></div><div style="width: 48%;"><p>7.B RECOMMENDATION</p><p><input type="checkbox"/> For approval</p><p><input type="checkbox"/> For disapproval due to _____</p><p style="text-align: center;"> ATTY. JUAN MIGUEL T. CUNA, CESO I Undersecretary for Field Operations - Luzon, Visayas & Environment (Authorized Officer)</p></div></div>				Vacation Leave	Sick Leave	Total Earned			Less this application			Balance		
	Vacation Leave	Sick Leave												
Total Earned														
Less this application														
Balance														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><p>7.C APPROVED FOR:</p><p>_____ days with pay</p><p>_____ days without pay</p><p>_____ others (Specify)</p></div><div style="width: 48%;"><p>7.D DISAPPROVED DUE TO:</p><p>_____</p><p>_____</p><p>_____</p></div></div>														
<p>ATTY. ERNESTO D. ADOBO JR., CESO I Undersecretary for Legal, Administration, Human Resources and Legislative Affairs (Authorized Official)</p>														



MEMORANDUM FOR THE SECRETARY

**THRU : The Undersecretary for Administration, Finance,
Human Resources, Information Systems, Legal, Legislative
Affairs and Anti-Corruption**

**The Undersecretary for Field Operations-Luzon,
Visayas and Environment**

FROM : The Regional Executive Director

SUBJECT : RECORD OF ATTENDANCE/LEAVE

DATE : DEC 20 2022

Respectfully submitted is the copy of my Record of Attendance/Leave for the month of DECEMBER 2022.

This is in compliance with the Memorandum dated September 15, 2014 by Undersecretary Ernesto D. Adobo, Jr. regarding the submission of Office Attendance of Presidential Appointees and Officers-In-Charge to Third Level Positions.

For information and record.

LORMELYN E. CLAUDIO, CESO IV





Republic of the Philippines
Department of Environment and Natural Resources
Document Action Tracking System
Document Routing Slip

Document No: OUFOE-2023-000023 Print Date: Thursday, January 05, 2023

Sender: LORMELYN E. CLAUDIO

Address: DENR RED R4B

Subject: MEMO DTD 01/05/2023 MEMO 20 DEC 2022 FOR THE SEC THRU UEDA AND UJMTc RE:ROA FOR JUNE, AUG,SEPT,OCT,NOV AND DEC 2022 C/O RSB/ADMIN

Addressee(s): Office of the Undersecretary for Field Operations and Environment (OUFOE)

CC Addressee(s):

Date/Time Received: 01/05/2023 03:05:00 PM

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	01/05/2023 03:06:58 PM	OUFOE		

per 1.5.23 ROA for June, Aug, Sept, Oct, Nov & Dec 2022

Personnel 1.5.23 + write Sgd ROA & beneficiary leave 2 days

Adni -450



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

Document Routing Slip

Document Number: **DUFOT-2023-2022-100226** Date Encoded: 20-Dec-2022
Sender: RED
Address: Ermita, Manila City
Subject: Record of attendance for RED Lor for the month of August, September, October, November and December 2022.
Addressee: Office of the Regional Executive Director
Attachment(s): Document; upload/20221220_034228_hlnim
Urgent: No; received by Herlina L. Nim
Date Received: 20-Dec-2022

ROUTING AND ACTION INFORMATION				
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
ORED	2022-12-20	ORED	2022-12-20	Date: 2022-12-20 Status: IN From: hlnim Message: <i>11:44pm</i>
<i>←</i>	<i>Records</i>		<i>12/20/22</i>	<i>For memo</i> <i>For memo</i> <i>PROJ 1-5-23 RD Claudio ROA for June, Aug, Sept, Oct, Nov + Dec 2022</i>

Ed