

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

NAME : ERNESTO E. TAÑADA STATUS :
EMPLOYEE NO. : DIVISION :
POSITION : SCHEDULE : 8:00 AM to 5:00 PM
DTR PERIOD : 6/1/2023 - 6/30/2023

DATE	Day	MORNING		AFTERNOON		LOW	OT	LT	UT	REMARKS
		IN	OUT	IN	OUT					
06/01/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#549
06/02/2023	Fri	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#549
06/03/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
06/04/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
06/05/2023	Mon	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#550
06/06/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#550
06/07/2023	Wed	07:58 AM	12:00 PM	12:40 PM	05:00 PM					
06/08/2023	Thu	08:20 AM	12:04 PM	12:34 PM	05:20 PM					
06/09/2023	Fri	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#POTTING AT STA. CRUZ
06/10/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
06/11/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
06/12/2023	Mon	INDEPENDENCE DAY	INDEPENDENCE DAY	INDEPENDENCE DAY	INDEPENDENCE DAY					HOLIDAY
06/13/2023	Tue	07:52 AM	12:05 PM	12:51 PM	05:07 PM					
06/14/2023	Wed	08:02 AM	12:08 PM	12:44 PM	05:16 PM					
06/15/2023	Thu	GENDER SENSITIVITY (MPMPC)	GENDER SENSITIVITY (MPMPC)	GENDER SENSITIVITY (MPMPC)	GENDER SENSITIVITY (MPMPC)					
06/16/2023	Fri	GENDER SENSITIVITY (MPMPC)	GENDER SENSITIVITY (MPMPC)	GENDER SENSITIVITY (MPMPC)	GENDER SENSITIVITY (MPMPC)					
06/17/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
06/18/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
06/19/2023	Mon	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					TO CALINTAAN INSPECTION PAMB
06/20/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					TO CALINTAAN INSPECTION PAMB
06/21/2023	Wed	07:58 AM	12:04 PM	12:33 PM	05:17 PM					
06/22/2023	Thu	FULL TIME DELIVERY UNIT	FULL TIME DELIVERY UNIT	FULL TIME DELIVERY UNIT	FULL TIME DELIVERY UNIT					
06/23/2023	Fri	FULL TIME DELIVERY UNIT	FULL TIME DELIVERY UNIT	FULL TIME DELIVERY UNIT	FULL TIME DELIVERY UNIT					
06/24/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
06/25/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
06/26/2023	Mon	08:00 AM	12:03 PM	12:34 PM	05:10 PM					
06/27/2023	Tue	TREE PLANTING	TREE PLANTING	12:39 PM	05:17 PM					
06/28/2023	Wed	OTHERS	OTHERS	OTHERS	OTHERS					HOLIDAY EDILAL-ADHA
06/29/2023	Thu	DENR FAMILY DAY	DENR FAMILY DAY	DENR FAMILY DAY	DENR FAMILY DAY					
06/30/2023	Fri	08:15 AM	12:04 PM	12:32 PM	05:15 PM					
TOTAL										

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.)