

## DEPARTMENT OF ENVIRONMENT &amp; NATURAL RESOURCES



DENR-IV MIMAROPA

Provincial Environment and Natural Resources Office

Suqui, Calapan City, Or. Mindoro

**DAILY TIME RECORD**  
**ALAN L. VALLE**

Name

for the month of FEBRUARY 2023

Date		AM		PM		UNDERTIME	
		Start	End	Start	End	Hours	Minutes
1	Wed	TRAVEL ORDER NO. 63					
2	Thu						
3	Fri						
4	Sat						
5	Sun						
6	Mon	7:48 AM	12:03 PM	12:57 PM	18:10 PM		
7	Tue	TRAVEL ORDER NO. 78					
8	Wed						
9	Thu						
10	Fri	TRAVEL ORDER NO. 79					
11	Sat						
12	Sun						
13	Mon	TRAVEL ORDER NO. 79					
14	Tue	TRAVEL ORDER NO. 80					
15	Wed						
16	Thu						
17	Fri						
18	Sat						
19	Sun						
20	Mon	7:50 AM	12:02 PM	12:55 PM	17:47 PM		
21	Tue	TRAVEL ORDER NO. 33					
22	Wed						
23	Thu						
24	Fri						
25	Sat						
26	Sun						
27	Mon	7:33 AM	12:00 PM	12:53 PM	18:06 PM		
28	Tue	7:39 AM	12:14 PM	12:55 PM	18:10 PM		

TOTAL: \_\_\_\_\_ hrs./min. &amp; \_\_\_\_\_ O.T. hrs. \_\_\_\_\_

0

I CERTIFY on my honor that the above is a true and correct report if the hours of work performed, record of which was made duly at the time of arrival and at departure from office.

  
**ALAN L. VALLE**

Verified as to the prescribed office hours

**LORMELYN E. CLAUDIO, CESO IV**  
 Regional Executive Director



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Provincial Environment and Natural Resources Office  
Calapan City, Oriental Mindoro

# TRAVEL ORDER

No. 63 *py*

FEB 01 2023

NAME: ALAN L. VALLE Salary: \_\_\_\_\_  
POSITION: OIC-PENR Officer Div./Sec./Unit: Office of the PENRO  
DEPARTURE DATE: February 1, 2023 Official Station: PENR Office  
DESTINATION: Puerto Galera, Naujan, Victoria, Socorro, Pola, Oriental Mindoro Arrival Date: February 3, 2023  
PURPOSE OF TRAVEL: To monitor and familiarize the programs, projects and activities implemented with the jurisdiction of CENRO Socorro

Perms/Expenses Allowed: \_\_\_\_\_  
Assistants or Laborers Allowed: \_\_\_\_\_  
Appropriations to which travel should be charged: \_\_\_\_\_  
Remarks or special instructions: \_\_\_\_\_

## Justifications:

This is to certify that the travel is necessary and is connected with the functions of the official/ employees of this Sec./Unit

Recommending Approval:

Approved by:

*[Signature]*  
DONNA MAYOR-GORDOVE, CESO IV  
Assistant Regional Director  
for Management Services

*[Signature]*  
LORMELYN E. CLAUDIO, CESO IV  
Regional Executive Director

## AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012 liquidate this travel within twenty (20) days upon return to my permanent official.

*[Signature]*  
ALAN L. VALLE  
Official Employee





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

**TRAVEL ORDER**

No. 78 *pay*

**FEB 07 2023**

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: February 7, 2023  
DESTINATION: Puerto Galera, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: February 9, 2023

PURPOSE OF TRAVEL: To attend Green Economy Model (GEM) program assessment and planning cum validation

Per Diems/Expenses Allowed: \_\_\_\_\_  
Assistants or Laborers Allowed: \_\_\_\_\_  
Appropriations to which travel should be charged: \_\_\_\_\_  
Remarks or special instructions: \_\_\_\_\_

**Certifications :**

This is to certify that the travel is necessary and is connected with the functions of the official/ employees of this Div./Sec./Unit

Recommending Approval:

Approved by:

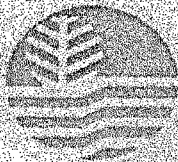
*[Signature]*  
**DONNA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

*[Signature]*  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

**AUTHORIZATION**

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012 liquidate this travel within twenty (20) days upon return to my permanent official.

*[Signature]*  
**ALAN L. VALLE**  
Official Employee



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office  
Calapan City, Oriental Mindoro

**TRAVEL ORDER****FEB 10 2023**

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: February 10 & 13, 2023  
DESTINATION: CENRO Socorro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: February 13, 2023

PURPOSE OF TRAVEL: To monitor and familiarize the programs, projects and activities implemented with the jurisdiction of CENRO Socorro

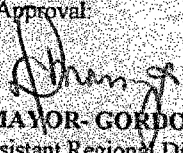
Per Diems/Expenses Allowed: \_\_\_\_\_  
Assistants or Laborers Allowed: \_\_\_\_\_  
Appropriations to which travel should be charged: \_\_\_\_\_  
Remarks or special instructions: \_\_\_\_\_

**Certifications :**

This is to certify that the travel is necessary and is connected with the functions of the official/ employees of this Div./Sec./Unit

Recommending Approval:

Approved by:

  
**DONNA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

**AUTHORIZATION**

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012 liquidate this travel within twenty (20) days upon return to my permanent official.

  
**ALAN L. VALLE**  
Official Employee



# TRAVEL ORDER

FEB 13 2023

TO: REGIONAL DIRECTOR  
 DATE: FEBRUARY 14 2023  
 FROM: REGIONAL OFFICE

Salary: \_\_\_\_\_  
 Div./Sec./Unit: Office of the PENRO  
 Official Station: PENR Office  
 Arrival Date: February 19, 2023

Review Hotel/ MIMAROPA Region/ Manila

PURPOSE OF TRAVEL: To attend on the conduct of Capacity Enhancement on ISO 9001:2015 of DENR MIMAROPA officials and key QMS Players

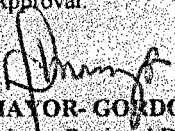
Per Diems/Expenses Allowed: \_\_\_\_\_  
 Assistants or Laborers Allowed: \_\_\_\_\_  
 Appropriations to which travel should be charged: \_\_\_\_\_  
 Remarks or special instructions: \_\_\_\_\_

## Certifications:

This is to certify that the travel is necessary and is connected with the functions of the official/ employees of this Div./Sec./Unit

Recommending Approval:

Approved by:

  
**DONNA MAYOR-GORDOVE, CESO IV**  
 Assistant Regional Director  
 for Management Services

  
**LORMELYN E. CLAUDIO, CESO IV**  
 Regional Executive Director

## AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012. liquidate this travel within twenty (20) days upon return to my permanent official.

  
**ALAN E. VALLE**  
 Official Employee





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office  
Calapan City, Oriental Mindoro

**TRAVEL ORDER****FEB 13 2023**No. 33NAME: ALAN L. VALLEPOSITION: OIC-PENR OfficerDEPARTURE DATE: February 21, 2023DESTINATION: San Teodoro/Naujan/PolaCENRO  
Socorro/Bansud/Mansalay/Bulalacao/CENRO  
Roxas

Salary: \_\_\_\_\_

Div./Sec./Unit: Office of the PENROOfficial Station: PENR OfficeArrival Date: February 24, 2023

PURPOSE OF TRAVEL: To monitor and familiarize the programs, projects and activities implemented with the jurisdiction of CENRO Socorro

Per Diems/Expenses Allowed: \_\_\_\_\_

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: \_\_\_\_\_

**Certifications:**

This is to certify that the travel is necessary and is connected with the functions of the official/ employees of this Div./Sec./Unit

Recommending Approval:


Approved by:

  
**DONNA MAYOR- GORDOVE, CESO IV**Assistant Regional Director  
for Management Services  
**LORMELYN E. CLAUDIO, CESO IV**

Regional Executive Director

**AUTHORIZATION**

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012. liquidate this travel within twenty (20) days upon return to my permanent official.

  
**ALAN L. VALLE**  
Official Employee