

DAILY TIME RECORD
ALAN L. VALLE

Name
for the month of APRIL 2023

Date	AM		PM		UNDERTIME	
	Start	End	Start	End	Hours	Minutes
1 Sat	TRAVEL ORDER NO. 2023-310					
2 Sun						
3 Mon	TRAVEL ORDER NO. 2023-311					
4 Tue						
5 Wed						
6 Thu	HOLIDAY					
7 Fri						
8 Sat						
9 Sun						
10 Mon						
11 Tue	7:40 AM	12:10 PM	12:56 PM	17:40 PM		
12 Wed	7:33 AM	12:03 PM	12:41 PM	17:53 PM		
13 Thu	7:44 AM	12:06 PM	12:53 PM	18:05 PM		
14 Fri	7:56 AM	12:09 PM	12:11 PM	17:45 PM		
15 Sat	TRAVEL ORDER NO. 323					
16 Sun						
17 Mon	7:23 AM	12:16 PM	12:51 PM	19:20 PM		
18 Tue	7:43 AM	12:05 PM	12:48 PM	17:46 PM		
19 Wed	7:51 AM	12:07 PM	12:56 PM	18:33 PM		
20 Thu	7:44 AM	12:06 PM	12:47 PM	17:59 PM		
21 Fri	HOLIDAY					
22 Sat						
23 Sun	TRAVEL ORDER NO. 351					
24 Mon						
25 Tue						
26 Wed						
27 Thu	7:59 AM	12:07 PM	12:10 PM	17:46 PM		
28 Fri	7:44 AM	12:18 PM	13:00 PM	17:53 PM		
29 Sat						
30 Sun						

TOTAL: _____ hrs./min. & _____ 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

T R A V E L O R D E R

No. 2023-310

NAME: ALAN L. VALLE

POSITION: OIC-PENR Officer

DEPARTURE DATE: March 29, 2023

DESTINATION: Calapan City, Naujan, Pola, Pinamalayan, Gloria,
Bongabong, Roxas, Mansalay, Bulalacao
Oriental Mindoro

Salary: _____

Div./Sec./Unit: Office of the PENRO

Official Station: PENR Office

Arrival Date : April 2, 2023

PURPOSE OF TRAVEL: To conduct NGP site visit/ To attend meeting/monitoring and coordination with Task Force Oilspill,
PCG and DSWD regarding Cash for Work Program for the affected Brgys./Monitoring on the
production of spill booms/ To assist Director Fontanilla and company

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



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. 2023-311

NAME: ALAN L. VALLE
POSITION: OIC-PENR Officer
DEPARTURE DATE: April 3, 2023
DESTINATION: MIMAROPA Region

Salary: _____
Div./Sec./Unit: Office of the PENRO
Official Station: PENR Office
Arrival Date: April 5, 2023

PURPOSE OF TRAVEL: To report and attend meeting at the Regional Office/ To submit documents

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



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. 523

NAME: ALAN L. VALLE
POSITION: OIC-PENR Officer
DEPARTURE DATE: April 15, 2023
DESTINATION: Pola, Oriental Mindoro

Salary: _____
Div./Sec./Unit: Office of the PENRO
Official Station: PENR Office
Arrival Date: April 15, 2023

PURPOSE OF TRAVEL: To attend/assist on the visit of President Marcos on the Oilspill affected municipality

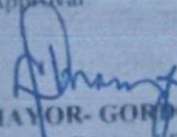
Per Diems/Expenses Allowed: _____
Assistants or Laborers Allowed: _____
Appropriations to which travel should be charged: _____
Remarks or special instructions: _____

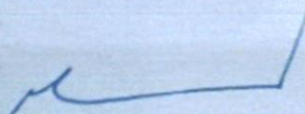
Certifications :

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 salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012, at the end of this travel within twenty (20) days upon return to my permanent official.


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. **351** *pg*

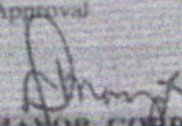
APR 20 2023


NAME ALAN L. VALLE
POSITION DCU-PENRO Officer
DEPARTURE DATE April 23, 2023
DESTINATION Batangas City
PURPOSE OF TRAVEL To attend VIP MPAN and LEN 4th and 3rd Management Board Meeting

pg
Div./Sec./Unit Office of the PENRO
Official Station PENRO Office
Arrival Date April 26, 2023

Per Diem/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
Div./Sec./Unit _____

Recommending Approval

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

Approved by

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 succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 2012 liquidate this travel within twenty (20) days upon return to my permanent official.


ALAN L. VALLE
Official Employee