



Republic of the Philippines  
Department of Environment and Natural Resources

**PENRO - OCCIDENTAL MINDORO**  
**DAILY TIME RECORD**

**Employee No :** OSEC - DENRB - DMO5 - 57 - 2014  
**Employee Name :** ERNESTO F. TAÑADA  
**Date Range :** 2023-10-01 - 2023-10-31

**Status :** PERMANENT  
**Office :** PENRO - OCCIDENTAL MINDORO  
**Schedule :** FLEXIBLE TIME

DATE	DAY	MORNING		AFTERNOON		LT	UT	REMARKS
		In	Out	In	Out			
10/01/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY			
10/02/2023	Mon	7:45 AM	12:06 PM	12:37 PM	6:15 PM			
10/03/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER			# UPDATING OF TAMARAW CONSERVATION MANAGEMENT ACTION PLAN
10/04/2023	Wed	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER			# UPDATING OF TAMARAW CONSERVATION MANAGEMENT ACTION PLAN
10/05/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER			# UPDATING OF TAMARAW CONSERVATION MANAGEMENT ACTION PLAN
10/06/2023	Fri	8:13 AM	12:02 PM	12:23 PM	6:51 PM			
10/07/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY			
10/08/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY			
10/09/2023	Mon	EVENT	EVENT	EVENT	EVENT			FULL TIME DELIVERY UNIT
10/10/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER			# 10482
10/11/2023	Wed	EVENT	EVENT	EVENT	EVENT			EMERGENCY MEETING AFRICAN SWINE FEVER
10/12/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER			TO SAN JOSE KALI CAMP
10/13/2023	Fri	8:06 AM	12:05 PM	12:47 PM	5:18 PM			
10/14/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY			
10/15/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY			
10/16/2023	Mon	7:40 AM	12:03 PM	12:40 PM	5:13 PM			
10/17/2023	Tue	8:01 AM	12:01 PM	12:33 PM	5:18 PM			
10/18/2023	Wed	7:57 AM	12:03 PM	12:11 PM	5:07 PM			
10/19/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER			TO ASSIST RED FELIX IN FIELD VISIT
10/20/2023	Fri	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER			TO ASSIST RED FELIX IN FIELD VISIT
10/21/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY			
10/22/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY			
10/23/2023	Mon	7:51 AM	12:05 PM	12:39 PM	7:02 PM			
10/24/2023	Tue	EVENT	EVENT	EVENT	EVENT			ORIENTATION AND UPDATED OF FINANCIAL MANAGEMENT
10/25/2023	Wed	EVENT	EVENT	EVENT	EVENT			SCREENING AND EVALUATION OF APPLICANTS
10/26/2023	Thu	EVENT	EVENT	EVENT	EVENT			SCREENING AND EVALUATION OF APPLICANTS
10/27/2023	Fri	EVENT	EVENT	EVENT	EVENT			SCREENING AND EVALUATION OF APPLICANTS
10/28/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY			
10/29/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY			
10/30/2023	Mon	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY			BRGY AND SK ELECTION
10/31/2023	Tue	OTHERS	OTHERS	OTHERS	OTHERS			WORK FROM HOME
		Total		0:0	0:0			

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 F. TAÑADA

Employee

FELIX S. MIRASOL JR., 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.)