

## DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Provincial Environment and Natural Resources Office



Brgy. Suqui, Calapan City, Oriental Mindoro

## DAILY TIME RECORD

FRANCES MARGARETTE A. MENDOZA

NAME

For the month of July 2022

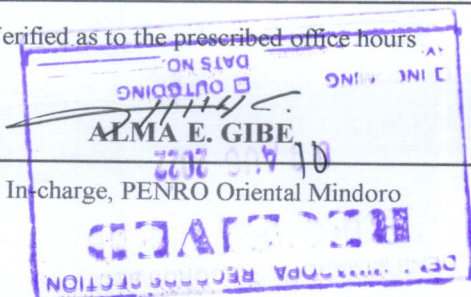
DAY		A.M.		P.M.		UNDERTIME	
		Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Fri	SICK	LEAVE				
2	Sat						
3	Sun						
4	Mo	08:47	12:04	12:53	17:23		47
5	Tue	09:36	12:04	12:57	17:13	1	36
6	We	07:58	12:04	12:50	17:16		
7	Thu	07:57	12:01	12:52	17:16		
8	Fri	07:59	12:00	12:33	17:08		
9	Sat						
10	Sun						
11	Mo	07:47	12:02	12:58	17:22		
12	Tue	07:57	12:06	12:55	17:20		
13	We	09:32	12:03	12:53	17:06	1	32
14	Thu	09:40	12:03	12:55	17:07	1	40
15	Fri	07:57	12:01	12:38	17:10		
16	Sat						
17	Sun						
18	Mo	FORCED LEAVE					
19	Tue	Travel Order No. 2022-2880					
20	We	07:56	12:04	12:58	17:11		
21	Thu	Travel Order No. 2022-2881					
22	Fri	Half Day		12:52	17:00	4	
23	Sat						
24	Sun						
25	Mo	Travel Order No. 2022-2904					
26	Tue	07:54	12:10	12:48	17:24		
27	We						
28	Thu	Work from Home					
29	Fri						
30	Sat						
31	Sun						
						9 hrs	35 mins

TOTAL: \_\_\_\_\_ hrs./min \_\_\_\_\_ OT \_\_\_\_\_

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

FRANCES MARGARETTE A. MENDOZA

Verified as to the prescribed office hours



In-charge, PENRO Oriental Mindoro

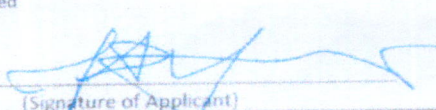


Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

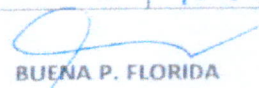
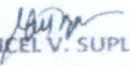
APPLICATION FOR LEAVE

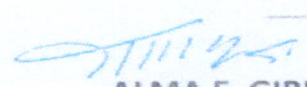
1. OFFICE/DEPARTMENT DENR PENRO ORIENTAL MINDORO	2. NAME (Last) Mendoza (First) Frances (Middle) Margarette A.
3. DATE OF FILING July 4, 2022	4. POSITION Attorney III
5. SALARY SG 21	

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210/RRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (R.A. No. 8972/CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9262/CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (R.A. No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  Others: _____	6.B DETAILS OF LEAVE  In case of Vacation/Special Privilege Leave: <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____  In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify Illness) _____ <input checked="" type="checkbox"/> Out Patient (Specify Illness) <u>migraine</u>  In Case of Special Leave Benefits for Women: <input type="checkbox"/> (Specify Illness) _____  In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>Two (2) days</u>  INCLUSIVE DATES <u>June 30 + July 1, 2022</u>	6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested   (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>10.958</td><td>19.291</td></tr><tr><td>Less this application</td><td>-</td><td>2.000</td></tr><tr><td>Balance</td><td>10.958</td><td>17.291</td></tr></tbody></table>  BUENA P. FLORIDA Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	10.958	19.291	Less this application	-	2.000	Balance	10.958	17.291	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____   MARICEL V. SUPLEO Chief, Management Services Division
	Vacation Leave	Sick Leave											
Total Earned	10.958	19.291											
Less this application	-	2.000											
Balance	10.958	17.291											
7.C APPROVED FOR: <u>2</u> days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____												

  
ALMA E. GIBE  
In-Charge, Office of the PENRO





Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>DENR PENRO ORIENTAL MINDORO</b>	2. NAME (Last) <b>Mendoza</b> (First) <b>Frances Margarette</b> (Middle) <b>A.</b>													
3. DATE OF FILING <b>July 5, 2022</b>	4. POSITION <b>Attorney III</b>	5. SALARY <b>SG 21</b>												
<b>6. DETAILS OF APPLICATION</b>														
<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> <b>Mandatory/Forced Leave</b> (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 58, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended) <input type="checkbox"/> Adoption Leave (RA No. 8552)  Others: _____	<b>6.B DETAILS OF LEAVE</b> <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____  <i>In Case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Specify Illness) _____  <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <b>one (1) day</b>  <b>INCLUSIVE DATES</b> <b>July 18, 2022</b>	<b>6.D COMMUTATION</b> <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested  <div style="text-align:right"> (Signature of Applicant)</div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>														
<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of <b>June 30, 2022</b> <table border="1" style="width:100%"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td><b>11.683</b></td><td><b>19.541</b></td></tr><tr><td>Less this application</td><td><b>1.000</b></td><td><b>-</b></td></tr><tr><td>Balance</td><td><b>10.683</b></td><td><b>19.541</b></td></tr></table> <div style="text-align:center"> <b>BUENA P. FLORIDA</b> Administrative Officer IV</div>		Vacation Leave	Sick Leave	Total Earned	<b>11.683</b>	<b>19.541</b>	Less this application	<b>1.000</b>	<b>-</b>	Balance	<b>10.683</b>	<b>19.541</b>	<b>7.B RECOMMENDATION</b> <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  <div style="text-align:right"> <b>MARICEL V. SUPLEO</b> Chief, Management Services Division</div>	
	Vacation Leave	Sick Leave												
Total Earned	<b>11.683</b>	<b>19.541</b>												
Less this application	<b>1.000</b>	<b>-</b>												
Balance	<b>10.683</b>	<b>19.541</b>												
<b>7.C APPROVED FOR:</b> <b>2</b> days with pay _____ days without pay _____ others (Specify) _____	<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____													
<div style="text-align:right"> <b>ALMA E. GIBE</b> In-Charge, Office of the PENRO</div>														





Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

TRAVEL ORDER

No. 2022-2880

NAME: Frances Margarette A. Mendoza  
POSITION: Attorney III  
DEPARTURE DATE: July 19, 2022  
DESTINATION: Regional Trial Court, Branch 43  
Roxas, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Legal Division  
Official Station: PENRO Calapan City  
Arrival Date: July 19, 2022

PURPOSE OF TRAVEL: 1. To obtain records in People vs. Ramil Mesinan

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.

Approved by:

**ALMA E. GIBE**

Chief, TSD / In-Charge, Office of the PENRO

**AUTHORIZATION**

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

  
**FRANCES MARGARETTE A. MENDOZA**

Official Employee



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

TRAVEL ORDER  
No. 2022-2881

NAME: Frances Margarette A. Mendoza  
POSITION: Attorney III  
DEPARTURE DATE: July 21, 2022  
DESTINATION: Regional Trial Court, Branch 43  
Roxas, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Legal Division  
Official Station: PENRO Calapan City  
Arrival Date: July 21, 2022

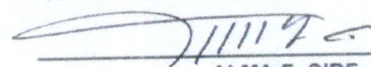
PURPOSE OF TRAVEL: 1. To attend hearing in People vs. Ramil Mesinan and other cases in Court's Calendar for the day

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.

Approved by:

  
ALMA E. GIBE

Chief, TSD / In-Charge, Office of the PENRO

**AUTHORIZATION**

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

  
FRANCES MARGARETTE A. MENDOZA  
Official Employee





Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Provincial Environment and Natural Resources Office  
Calapan City, Oriental Mindoro

TRAVEL ORDER

No. 2021-2904

NAME: Frances Margarete A. Mendoza Salary: \_\_\_\_\_  
POSITION: Attorney III Div./Sec./Unit: Legal Division  
DEPARTURE DATE: July 25, 2022 Official Station: PENRO Calapan City  
DESTINATION: Regional Trial Court, Branch 43 Arrival Date: July 25, 2022  
Roxas, Oriental Mindoro

PURPOSE OF TRAVEL: 1. To obtain records in People vs. Emar Mazo Godoy

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.

Approved by:

ALMA E. GIBE

Chief, TSD / In-Charge, Office of the PENRO

**AUTHORIZATION**

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

  
FRANCES MARGARETE A. MENDOZA

Official Employee



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office

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**Name:** **FRANCES MARGARETTE A. MENDOZA**

**Position/Designation:** **ATTORNEY III**

**Office:** **LEGAL DIVISION**

**Date:** **July 27, 2022/Wednesday**

**Work Accomplishments:**

**Morning:**

1. Attended E-ITAPS Webinar
2. On-call for legal assistance

**Afternoon:**

1. Drafted Comment to Motion to Release Evidence in People vs. Godoy
2. Researched on various environmental laws
3. On-call for legal assistance

**Submitted by:**

**Frances Margarette A. Mendoza**  
Attorney III / Legal Division

**Noted by:**

**ALMA E. GIBE**  
In-Charge, Office of the PENRO





**Name:** **FRANCES MARGARETTE A. MENDOZA**

**Position/Designation:** **ATTORNEY III**

**Office:** **LEGAL DIVISION**

**Date:** **July 28, 2022/Thursday**

**Work Accomplishments:**

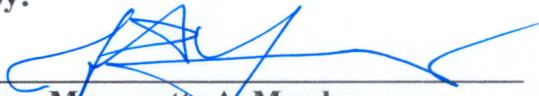
**Morning:**

1. Worked on asynchronous activities for E-ITAPS Seminar on Google Classroom
2. On-call for legal assistance


**Afternoon:**

1. Drafted Comment to Motion to Release Evidence in People vs. Godoy
2. Researched on various environmental laws
3. On-call for legal assistance

**Submitted by:**

  
\_\_\_\_\_  
**Frances Margarette A. Mendoza**  
Attorney III / Legal Division

**Noted by:**

  
\_\_\_\_\_  
**ALMA E. GIBE**  
In-Charge, Office of the PENRO





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office

**Name:** **FRANCES MARGARETTE A. MENDOZA**

**Position/Designation:** **ATTORNEY III**

**Office:** **LEGAL DIVISION**

**Date:** **July 29, 2022/Friday**

**Work Accomplishments:**

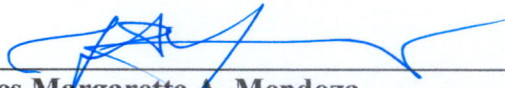
**Morning:**

1. Attended E-ITAPS Webinar
2. On-call for legal assistance

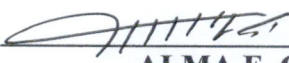
**Afternoon:**

1. Drafted Motion to Amend Information in People vs. Godoy
2. Researched on various environmental laws
3. On-call for legal assistance

**Submitted by:**

  
\_\_\_\_\_  
**Frances Margarette A. Mendoza**  
Attorney III / Legal Division

**Noted by:**

  
\_\_\_\_\_  
**ALMA E. GIBE**  
In-Charge, Office of the PENRO