

DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES



DENR-IV MIMAROPA

Provincial Environment and Natural Resources Office

Suqui, Calapan City, Or. Mindoro

Office		NR MIMAROPA	
RECORDS SECTION			
RECEIVED			
BY:		DATE:	AUG 25 2022
TIME:			

DAILY TIME RECORD

ALMA E. GIBE

Name

for the month of JUNE 2022

Date		AM		PM		UNDERTIME	
		Start	End	Start	End	Hours	Minutes
1	Wed	TRAVEL ORDER NO. 2022-291					
2	Thu						
3	Fri						
4	Sat						
5	Sun						
6	Mon	6:50	12:10	12:45	17:00		
7	Tue	TRAVEL ORDER NO. 2022-2500					
8	Wed						
9	Thu						
10	Fri	At Provincial Capitol Office					
11	Sat						
12	Sun						
13	Mon	7:05	Fulltime Delivery Unit Meeting				
14	Tue	TRAVEL ORDER NO. 2022- 493					
15	Wed						
16	Thu						
17	Fri	7:41	12:10	12:37	17:56		
18	Sat						
19	Sun						
20	Mon	TRAVEL ORDER NO. 2022-344					
21	Tue						
22	Wed						
23	Thu	PDRRMO Zoom Meeting					
24	Fri	7:20	12:07	12:53	17:54		
25	Sat						
26	Sun						
27	Mon	Attended Inauguration of Newly Elected Officials in Calapan					
28	Tue	Attended Airshed Governing Board Meeting					
29	Wed	TRAVEL ORDER NO. 2022-2813					
30	Thu						

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.

ALMA E. GIBE

Verified as to the prescribed office hours

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

Civil Service Form No. 48
DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES
DENR-IV MIMAROPA
Provincial Environment and Natural Resources Office
Suqui, Calapan City, Or. Mindoro

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LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES

DENR-IV MIMAROPA

Provincial Environment and Natural Resources Office

Suqui, Calapan City, Or. Mindoro

DAILY TIME RECORD**ALMA E. GIBE**

Name

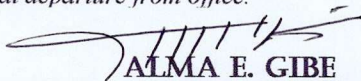
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Regional Executive Director

DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES

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Regional Executive Director

DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES



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ALMA E. GIBE

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
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

JUN 01 2022

TRAVEL ORDER
No. 291

NAME: ALMA E. GIBE Salary: _____
POSITION: DMO V/Chief, TSD/In-Charge Office of the Penro Div./Sec./Unit: Technical Services
DEPARTURE DATE: June 1, 2022 Official Station: PENRO Calapan City
DESTINATION: CENRO-Roxas, Oriental Mindoro Arrival Date: June 3, 2022
PURPOSE OF TRAVEL: Supervision of ongoing activities of the two (2) CENROs as per Work and Financial Plan (WFP) targets.

Per Diems/Expenses Allowed: _____

Assistants or Laborers Allowed: _____

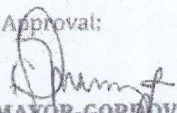
Appropriations to which travel should be charged: _____

Remarks or special instructions: _____

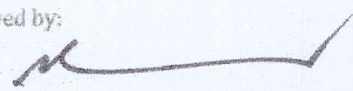
Certifications:

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:

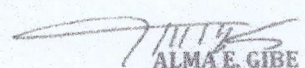

DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director

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


ALMA E. GIBE
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. 2022-2500

NAME: ALMA E. GIBE Salary: _____
POSITION: DMO V/Chief, CSO/In-Charge Office of the Penro Div./Sec./Unit: Technical Services
DEPARTURE DATE: June 7, 2022 Official Station: PENRO Calapan City
DESTINATION: Roxas and Bongabong, Oriental Mindoro Arrival Date: June 9, 2022
PURPOSE OF TRAVEL: To attend simultaneous tree planting and to supervise the on-going activities under the technical services.

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:

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

Approved by:

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

AUTHORIZATION

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ALMA E. GIBE
Official Employee



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

JUN 14 2022

TRAVEL ORDER

NO. 493 *per*

NAME: **ALMA E. GIBE** Salary: _____
POSITION: DMO V/Chief, TSD/In-Charge Office of the Penro Div./Sec./Unit: Technical Services
DEPARTURE DATE: June 14, 2022 Official Station: PENRO Calapan City
DESTINATION: Cerro Socorro and Cerro Roxas, Oriental Mindoro Arrival Date: June 16, 2022
PURPOSE OF TRAVEL: To monitor and supervise the on-going activities of the two (2) CENROs.
To attend the DENR Day Celebration.

Per Diems/Expenses Allowed: _____

Assistants or Laborers Allowed: _____

Appropriations to which travel should be charged: _____

Remarks or special instructions: _____

Certifications:

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Recommending Approval:

Donna Mayor-Gordate
DONNA MAYOR-GORDATE, CESO IV

Assistant Regional Director for Management Services

Approved by:

Mormelyn E. Claudio
MORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

AUTHORIZATION

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Alma E. Gibe
ALMA E. GIBE

Official Employee



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

JUN 21 2022

TRAVEL ORDER
No. 344

NAME: ALMA E. GIBE Salary: _____
POSITION: DMO V/Chief, TSD/In-Charge Office of the Penro Div./Sec./Unit: Technical Services
DEPARTURE DATE: June 20, 2022 Official Station: PENRO Calapan City
DESTINATION: Diliman Quezon City and Regional Office / Manila Arrival Date: June 22, 2022
PURPOSE OF TRAVEL: To attend the Department of Human Settlements and Urban Development (DHSUD) MIMAROPA Regional Confederation Formation. To report to Regional Office and submit documents.

Per Diems/Expenses Allowed: _____

Assistants or Laborers Allowed: _____

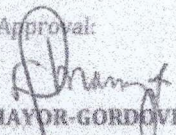
Appropriations to which travel should be charged: _____

Remarks or special instructions: _____


Certifications:

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


ALMA E. GIBE
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. 2022-2813

NAME: ALMA E. GIBE Salary: _____
POSITION: DMO V/Chief, TSD/In-Charge Office of the Penro Div./Sec./Unit: Technical Services
DEPARTURE DATE: June 29, 2022 Official Station: PENRO Calapan City
DESTINATION: CENRO Socorro and CENRO Roxas Or. Mdo. Arrival Date: July 1, 2022
PURPOSE OF TRAVEL: To monitor and supervise the on-going activities of the two (2) CENROs.

Per Diems/Expenses Allowed: _____

Assistants or Laborers Allowed: _____

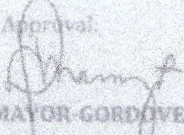
Appropriations to which travel should be charged: _____

Remarks or special instructions: _____

Certifications:

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


ALMA E. GIBE
Official Employee