

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 August 2022

DAY		A.M.		P.M.		UNDERTIME	
		Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Mo	08:13	12:04	12:43	17:13		.13
2	Tue	07:56	12:02	12:44	17:18		
3	We	Travel Order No. 2022-2905					
4	Thu	08:52	12:05	12:59	17:24		
5	Fri	Travel Order No. 2022-2906					.52
6	Sat						
7	Sun						
8	Mo	08:19	12:02	12:53	17:09		.19
9	Tue	07:53	12:05	12:45	17:16		
10	We	07:55	12:01	12:37	17:22		
11	Thu	07:56	12:04	12:56	17:12		
12	Fri	07:58	12:00	12:32	17:04		
13	Sat						
14	Sun						
15	Mo	Forced Leave					
16	Tue	07:48	12:00	12:57	17:10		
17	We	Travel Order No. 2022-2930					
18	Thu	Travel Order No. 2022-2931					
19	Fri	09:44	12:02	12:54	17:08	1	.44
20	Sat						
21	Sun						
22	Mo	07:55	12:01	12:53	17:04		
23	Tue	08:13	12:02	12:41	17:13		.13
24	We	07:58	12:03	12:49	17:17		
25	Thu	Travel Order No. 2022-2932					
26	Fri	Sick Leave					
27	Sat						
28	Sun						
29	Mo	National Heroes' Day					
30	Tue	07:46	12:02	12:56	18:38		
31	We	07:54	12:05	12:58	17:14		
						3 hrs	21 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

ALMA E. GIBE

In-charge, PENRO Oriental Mindoro



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

2022-2905W

DENR MIMAROPA REGIONAL OFFICE  
**RECEIVED**  
27 SEP 2022  
☐ INCOMING ☐ OUTGOING  
BY: \_\_\_\_\_ DAYS NO. \_\_\_\_\_

TRAVEL ORDER  
No. 2022-2905W

NAME: Frances Margarette A. Mendoza Salary: \_\_\_\_\_  
POSITION: Attorney III Div./Sec./Unit: Legal Division  
DEPARTURE DATE: August 3, 2022 Official Station: PENRO Calapan City  
DESTINATION: Regional Trial Court, Branch 42 Arrival Date: August 3, 2022  
Pinamalayan, Oriental Mindoro

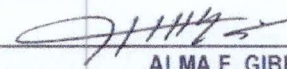
PURPOSE OF TRAVEL: 1. To attend hearing for People vs. Rudy Villagen

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. 2022-2906

NAME: Frances Margarette A. Mendoza

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

POSITION: Attorney III

Div./Sec./Unit: Legal Division

DEPARTURE DATE: August 5, 2022

Official Station: PENRO Calapan City

DESTINATION: Regional Trial Court, Branch 43  
Roxas, Oriental Mindoro

Arrival Date: August 5, 2022

PURPOSE OF TRAVEL: 1. To file Comment to Motion to Release Evidence 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**

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**FRANCES MARGARETTE A. MENDOZA**

Official Employee






Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

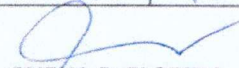
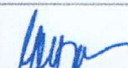
APPLICATION FOR LEAVE

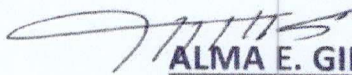
1. OFFICE/DEPARTMENT <b>DENR MIMAROPA - Legal Division</b> <b>(detailed in PENRO Oriental Mindoro)</b>	2. NAME (Last) <b>Mendoza</b> (First) <b>Frances Margarete</b> (Middle) <b>A.</b>
3. DATE OF FILING <b>August 11, 2022</b>	4. POSITION <b>Attorney III</b> 5. SALARY <b>SG 21</b>

6. DETAILS OF APPLICATION

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

7. DETAILS OF ACTION ON APPLICATION

<p><b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of <b>JULY 31, 2022</b></p> <table border="1"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>10.735</td> <td>19.791</td> </tr> <tr> <td>Less this application</td> <td>1.000</td> <td>-</td> </tr> <tr> <td>Balance</td> <td>9.735</td> <td>19.791</td> </tr> </tbody> </table> <p> <b>BUENA P. FLORIDA</b> Administrative Officer IV</p>		Vacation Leave	Sick Leave	Total Earned	10.735	19.791	Less this application	1.000	-	Balance	9.735	19.791	<p><b>7.B RECOMMENDATION</b></p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____ _____ _____</p> <p> <b>MARICEL V. SUPLEO</b> Chief, Management Services Division</p>
	Vacation Leave	Sick Leave											
Total Earned	10.735	19.791											
Less this application	1.000	-											
Balance	9.735	19.791											
<p><b>7.C APPROVED FOR:</b></p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p><b>7.D DISAPPROVED DUE TO:</b></p> <p>_____ _____ _____</p>												

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





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

**TRAVEL ORDER**  
No. 2022-2930

NAME: Frances Margarette A. Mendoza  
POSITION: Attorney III  
DEPARTURE DATE: August 17, 2022  
DESTINATION: Regional Trial Court, Branch 42  
Pinamalayan, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Legal Division  
Official Station: PENRO Calapan City  
Arrival Date: August 17, 2022

PURPOSE OF TRAVEL: 1. To attend hearing for People vs. Abel and Serujano and other environmental cases in the Court's calendar

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

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

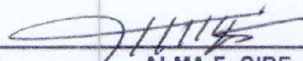
Appropriations to which travel should be charged : \_\_\_\_\_

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. 2022-2931

NAME: Frances Margarette A. Mendoza Salary: \_\_\_\_\_  
POSITION: Attorney III Div./Sec./Unit: Legal Division  
DEPARTURE DATE: August 18, 2022 Official Station: PENRO Calapan City  
DESTINATION: Regional Trial Court, Branch 43 Arrival Date: August 18, 2022  
Roxas, Oriental Mindoro

PURPOSE OF TRAVEL: 1. To attend hearing for People vs. Naconas and other environmental cases in the Court's calendar

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

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

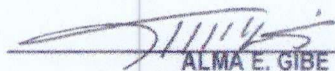
Appropriations to which travel should be charged : \_\_\_\_\_

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

**Certifications:**

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Approved by:

  
ALMA E. GIBE

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

**AUTHORIZATION**

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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. 2022-2932

NAME: Frances Margarette A. Mendoza

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

POSITION: Attorney III

Div./Sec./Unit: Legal Division

DEPARTURE DATE: August 25, 2022

Official Station: PENRO Calapan City

DESTINATION: Regional Trial Court, Branch 43  
Roxas, Oriental Mindoro

Arrival Date: August 25, 2022

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

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



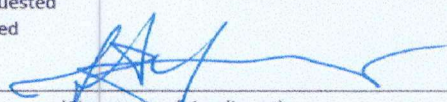


Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

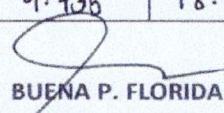
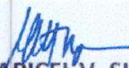
APPLICATION FOR LEAVE

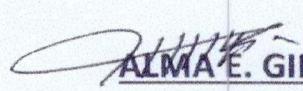
1. OFFICE/DEPARTMENT <b>DENR MIMAROPA - Legal Division</b> (detailed in PENRO Oriental Mindoro)	2. NAME (Last) <b>Mendoza</b> (First) <b>Frances Margarete</b> (Middle) <b>A.</b>
3. DATE OF FILING <b>August 30, 2022</b>	4. POSITION <b>Attorney III</b> 5. SALARY <b>SG 21</b>

6. DETAILS OF APPLICATION

<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 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 (RA No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (RA No. 8187/CSC MC No. 71, s. 1996, 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. 68, 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 checked="" type="checkbox"/> Out Patient (Specify Illness) <u>Gastroesophageal Reflux Disease</u> <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> one (1) day  <b>INCLUSIVE DATES</b> August 26, 2022	<b>6.D COMMUTATION</b> <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested   (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of <u>August 16, 2022</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>9.735</td><td>19.791</td></tr><tr><td>Less this application</td><td></td><td>1</td></tr><tr><td>Balance</td><td>9.735</td><td>18.791</td></tr></tbody></table>  <b>BUENA P. FLORIDA</b> Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	9.735	19.791	Less this application		1	Balance	9.735	18.791	<b>7.B RECOMMENDATION</b> <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____   <b>MARICEL V. SUPLEO</b> Chief, Management Services Division
	Vacation Leave	Sick Leave											
Total Earned	9.735	19.791											
Less this application		1											
Balance	9.735	18.791											
<b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify) _____	<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____												

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