

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 October 2023

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Sun					
2	Mo					
3	Tue	SICK LEAVE				
4	We					
5	Thu	Travel Order No. 2023-1110				
6	Fri					
7	Sat					
8	Sun					
9	Mo	07:44	12:03	12:54	17:10	
10	Tue	08:59	12:07	12:44	18:00	
11	We	08:54	12:06	12:43	18:01	
12	Thu	08:58	12:00	12:38	18:02	
13	Fri	09:00	12:03	12:37	18:01	
14	Sat					
15	Sun					
16	Mo	08:27	12:05	12:44	Office Pass Slip 23-10-62	27
17	Tue	08:57	12:06	12:29		
18	We	09:00	12:06	12:46	18:00	
19	Thu	Travel Order No. 2023-1179				
20	Fri					
21	Sat					
22	Sun					
23	Mo	08:01	12:07	12:47	17:27	1
24	Tue	Travel Order No. 2023-1184				
25	We					
26	Thu	Travel Order No. 2023-1180				
27	Fri					
28	Sat					
29	Sun					
30	Mo	Special Non-Working Proclamation No. 359 Work from Home MC No. 38				
31	Tue					
						28 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


ALAN L. VALLE

OIC, PENRO



Republic of the Philippines
Provincial Environment and Natural Resources
MIMAROPA Region

DENR MIMAROPA
RECORDS SECTION
RECEIVED

DEC 04 2023

☐ INCOMING ☐ OUTGOING
BY: _____ DATE NO. AP
TIME: _____

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR MIMAROPA - Legal Division (detailed in PENRO Oriental Mindoro)	2. NAME (Last) <u>Mendoza</u> (First) <u>Frances Margarete</u> (Middle) <u>Axalan</u>
3. DATE OF FILLING <u>October 9, 2023</u>	4. POSITION <u>Attorney III</u>
5. SALARY <u>SG 21</u>	

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☒ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)
☐ Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended)
☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004)
☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ 10-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005)
☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010)
☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended)
☐ Adoption Leave (RA No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines _____
☐ Abroad (Specify) _____

In case of Sick Leave:

- ☐ In Hospital (Specify Illness) _____
☒ Out Patient (Specify Illness) Fever

In case of Special Leave Benefits for Women:

- ☐ (Specify Illness) _____

In case of Study Leave:

- ☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR
three (3) days

INCLUSIVE DATES

October 2-4, 2023

6.D COMMUTATION

- ☒ Not Requested
☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of September 30, 2023

	Vacation Leave	Sick Leave
Total Earned	1.993	7.333
Less this application	0.000	3.000
Balance	1.993	4.333

BUENA P. FLORIDA

Administrative Officer IV

7.B RECOMMENDATION

- ☐ For approval
☐ For disapproval due to _____

MARICEL V. SUPLEO

Chief, Management Services Division

7.C APPROVED FOR:

3 days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

ALAN L. VALLE
OIC, PENRO



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

TRAVEL ORDER

No. 2023-1110

NAME: Frances Margarette A. Mendoza Salary: _____
POSITION: Attorney III Div./Sec./Unit: Legal Division
DEPARTURE DATE: October 5, 2023 Official Station: PENRO Calapan City
DESTINATION: Regional Trial Court, Branch 43 Arrival Date: October 6, 2023
Roxas, Oriental Mindoro

PURPOSE OF TRAVEL: 1. To file pleadings and conduct research in People vs. Boy Bautista, People vs. Panding Tintin, et al., People vs. Arnel Caulong, et al. and other environmental cases

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:

ALAN VALLE
OIC - 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
MIMAROPA REGION
Provincial Environment and Natural Resources Office
Ilang-Ilang St. Suqui, Calapan City, Oriental Mindoro
Telephone Nos. (043) 288-7442; Tele fax: 288-6006
E-mail address: penro_orientalmin@yahoo.com

OFFICE PASS SLIP
23-10-62

October 16, 2023

Date

Name of Employee : Atty. Frances Margarette A. Mendoza

Time Out

: 4:15pm

Time In:

PURPOSE

: To obtain signature for pleading/s from the Provincial Prosecutor

✓

Official

Personal

DESTINATION : Office of the Provincial Prosecutor

Rasmyla J. Sanchez

Officer of the Day

APPROVED:

[Signature]

MARICEL V. SUPLEO

Chief, Management Services Division

This is to certify that Atty. Frances Margarette A. Mendoza stationed at DENR-PENRO Calapan City personally appeared in this office, Office of the Provincial Prosecutor.

OCT 16 2023

Date

ME
MARIA ELENA A. DELA SANTA
Signature over Printed Name

1. Pass Slip must be prepared in duplicate.
2. Original copy to be submitted by the employee to the Personnel Division upon return to the Office after the Time In has been attested by the frontliner on duty.
3. Duplicate copy to be attach on the Daily Time Record.



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

TRAVEL ORDER

No. 2023-11791

NAME: Frances Margarette A. Mendoza

Salary: _____

POSITION: Attorney III

Div./Sec./Unit: Legal Division

DEPARTURE DATE: October 19, 2023

Official Station: PENRO Calapan City

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

Arrival Date: October 20, 2023

PURPOSE OF TRAVEL: 1. To attend hearing in People vs. Jimmy Canha, et al., People vs. Boy Bautista, People vs. Panding Tintin, et al. and People vs. Arnel Caulong, et al. and other environmental cases

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:

ALAN L. VALLE
OIC - 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. 2023-1184/w

NAME: Frances Margarette A. Mendoza

Salary: _____

POSITION: Attorney III

Div./Sec./Unit: Legal Division

DEPARTURE DATE: October 24, 2023

Official Station: PENRO Calapan City

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

Arrival Date: October 25, 2023

PURPOSE OF TRAVEL: 1. To attend hearing in People vs. Boy Bautista, People vs. Panding Tintin, et al. and People vs. Arnel Caulong, et al. and other environmental cases

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:

ALAN L. VALLE
OIC - 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. 2023-180

NAME: Frances Margarette A. Mendoza Salary: _____
POSITION: Attorney III Div./Sec./Unit: Legal Division
DEPARTURE DATE: October 26, 2023 Official Station: PENRO Calapan City
DESTINATION: Regional Trial Court, Branch 43 Arrival Date: October 27, 2023
Roxas, Oriental Mindoro

PURPOSE OF TRAVEL: 1. To attend hearing in People vs. Ramil Mesinan and other environmental cases

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:

ALAN L. VALLE
OIC - 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