

Republic of the Philippines Department of Environment and Natural Resources MIMAROPA Region

Document Routing Slip

Document Number: I-2023-124859

Date Endocded: 20-Dec-2023

Sender:

AD

Address:

1515 DENR BY THE BAY BUILDING, ROXAS BOULEVARD, ERMITA, MANILA

Subject:

MEMO re: RECORDS OF ATTENDANCE OF ASSISTANT REGIONAL EXECUTIVE DIRECTOR FOR TECHNICAL SERVICES MAXIMO C. LANDRITO AND DAILY TIME RECORDS FOREST RANGER MARK JOSEPH P. MELCHOR FOR THE MONTH OF

NOVEMBER 2023

Addressee:

Records Section

Attachment(s):

upload/20231220_023701_armie.deloeste

Urgent:

No; received by ADMINISTRATIVE DIVISION

Date Received:

20-Dec-2023

ROUTING AND ACTION INFORMATION									
FROM DATE FOR/TO DATE RELEASED				ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS					
AD	2023-12-20 10:41	RECORDS 10:41	2023-12-20	Date: 2023-12-20 Status: OUT From: armie.deloeste Message: 10:41:49					
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	DEC	20 2023							
BY TI	INCOMING E	OUTGOING _ DATS NO							

MEMORANDUM

FOR

THE PENRO ROMBLON

THRU

THE CHIEF, MANAGEMENT SERVICES DIVISION

ATTENTION:

THE HEAD, ADMINISTRATIVE UNIT

FROM

THE CHIEF, PERSONNEL SECTION

SUBJECT

RECORDS OF ATTENDANCE OF ASSISTANT REGIONAL EXECUTIVE DIRECTOR FOR TECHNICAL SERVICES MAXIMO C. LANDRITO AND DAILY TIME RECORDS FOREST RANGER MARK JOSEPH P. MELCHOR FOR THE MONTH OF NOVEMBER 2023

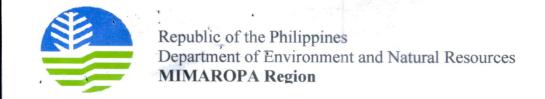
DATE

November 21, 2023

Forwarding herewith are the certified photocopy of records of attendance of Assistant Regional Director for Technical Services Maximo C. Landrito and Daily Time Records of Forest Ranger Mark Joseph P. Melchor for the month of November 2023.

For information and record.

MA. CRISTINA RENDORIO



MEMORANDUM

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THE PENRO ROMBLON

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THE CHIEF, MANAGEMENT SERVICES DIVISION

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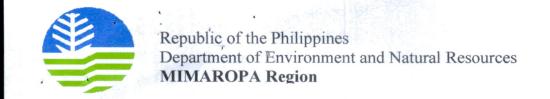
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MA. CRISTINA RENDORIO





Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA

MEMORANDUM FOR THE SECRETARY

THRU

The Assistant Secretary

Human Resource Development and Legislative Affairs

DENR Central Office Visayas Avenue, Diliman,

Quezon City

FROM

The OIC, Assistant Regional Director for Technical Services

SUBJECT

RECORD OF ATTENDANCE/LEAVE

DATE

December 01, 2023

Respectfully submitted is the copy of my Record of Attendance/Leave for November 1-30, 2023.

This is in compliance with the Memorandum dated September 15, 2014 by Undersecretary Ernesto D. Adobo, Jr. regarding the submission of Office Attendance of Presidential Appointees and Officers-In-Charge to Third Level Positions.

KIMO C.-LANDRITO

For information and record.

CERTIFIED TRUE COPY OF THE ORIGINALI

AA. CRISTINA . RENDORIO Chief Personnel Section

 CC: PENRO ROMBLON DENR-PENRO-ROMBLON Brgy. Tabing-Dagat, Odiongan, Romblon

DENR by the Bay Bldg., 1515 Roxas Boulevard, Brgy. 668, Ermita, Manila DENR VOIP: (02) 8248-3367/248-3468/8249-3367local 2701
Website: http://mimaropa.denr.gov.ph
Email: mimaroparegion@denr.gov.ph



Republic of the Philippines Department of Environment and Natural Resources Region IV- MIMAROPA

RECORD OF ATTENDANCE/LEAVE

(For Third Level Appointees/Designated OICs Only)

I hereby certify that I have rendered services for November 2023 except on the following dates due to the reason/s indicated (please check type of leave availed of purpose and/or destination of travel):

• DATE	SICK LEAVE*	VACATION LEAVE*	OTHERS* (Special Leave Privileges, Forced Leave, etc.)
November-30, 2023	N/A	N/A	N/A

This Certification is being issued in accordance with Sec. 3 of Rule XVII on Government Office Hours of the CSC Law and Rules.

MAXIMO C. LANDRITO

(Printed Name and Signature)

OIC, Assistant Regional Director for Technical Services

DENR, Region IV, MIMAROPA

(Place of Assignment)

Noted:

FELIX S. MURASOL, JR., CESO IV

Regional Executive Director

(Position/Designation)

December 01, 2023 (Date)

CERTIFIED TRUE COPY OF THE ORIGINAL:

MA. CRISTING Chief Personn el Section

- Secretary signs attendance of USECs, Bureau Directors, and Heads of Attached Agencies & Directors of PAO & SCO;
- ** USECs/ASECs sign attendance of Directors under them;
- ** Bureau Directors sign attendance of Asst. Bureau Directors and Regional Directors (MGB & EMB);
- Heads of Attached Agencies sign attendance of Asst. General Manager/Deputy Administrators and all other Presidential Appointees under them;
- Regional Executive Directors sign attendance of Regional Technical Directors.

Note:

- 1. Please attach application for leave of absence in the proper form;
 - 2. Please submit this Certification to the Personnel Division/Section within the first five (5) working days of the succeeding month. The Personnel Section/Office in the Regional Offices, Bureaus and Attached Agencies shall forward a certified true copy to the DENR Central Office for file in the official's 201 folder.



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
**

TIME RECORD

I hereby certify that I have rendered services for November, 2023, to wit:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS (SPECIFY)		
November 01-30, 2023	N/A	N/A*	N/A		

MAXIMO C. LANDRITO
OIC, Assistant Regional Director
For Technical Services

• NOTED:

FELIX S. MIRASOL, JR., CESO IV OIC, Regional Executive Director

CERTIFIED TRUE COPY OF THE ORIGINAL:

MA. CRISTINA RENDORIO
Chief Personnel Section

RUNDATE : 2023.12.18 RUNTIME : 10:26:43.25

Department of Environment and Natural Resources Mimaropa Region

MELCHOR, MARK JOSEPH P. (

Position:

Employee No.: OSEC-DENRB-FOR A-324

Daily Time Record for the period 11/01/2023 to 11/30/2023

Status:

PERMANENT

Division:

Administrative Division

Machine ID:

		Morning		Afternoon		LOW	ОТ	UT	LT	Total	Others		
Date	Day	In	Out	In	Out	LOW	01	01	LI	Total	Remarks	Status	Holiday
1	Wed	110	MAH			and the second second second second		A CONTRACTOR OF THE CONTRACTOR					
2	Thu	Ma	DIAM										
3	Fri	SL						C. Carlotte Section					
4	Sat								APPEN.			RestDay	Sat
5	Sun						and the state of t					RestDay	Sun
6	Mon	08:34	12:40	12:40	19:41		_4684A		00:34				
7	Tue	09:15	12:11	12:11	18:05				00:15		A		
8	Wed	09:22	12:08	12:08	18:09		500		00:22				
9	Thu	08:50	12:14	12:14	19:02			and the same of					
10	Fri	07:47	12:04	12:04	17:03				19				-
11	Sat			/ /			188	grade de la companya				RestDay	Sat
12	Sun			15/4 pm 2-16-16	Street by		\$100 Sec.	10 m	CONTRACTOR OF STREET	Transaction (Section	Amazinia Santa and Andrews	RestDay	Sun
13	Mon	08:45	12:41	12:41	19:16		\$3.5		00:45				
14	Tue	08:27	12:04	12:04	18:01		658						
15	Wed	08:47	12:14	12:14	19:01						- 42	2000 BERTHAM	A Maria
16	Thu	SL											
17	Fri	08:48	12:12	12:12	17:19			00:29	DELLE VENE	a promote to the first	Caron Caron Caro		
18	Sat			Legi-	Control of the Contro				um o Charles a se constitución	Annual Control of the		RestDay	Sat
19	Sun											RestDay	Sun
20	Mon	9:01	12.01	12:01	8:30					NEW STREET	N 200-15-0-70/07		
21	Tue	01:04	12.00	15:00	17:43					er englischerspringeringen			
22	Wed	10:55	12:02	12:00	18:04								
23	Thu	9:21	12:04	12:04	18:41								
24	Fri	10:12	12:00	12:00	17:45	Spirit Galley	ge and a second						
25	Sat											RestDay	Sat
26	Sun											RestDay	Sun
27	Mon												
28	Tue	05:49	12:08	12:08	17:51								
29	Wed	3	L										
30	Thu	08:59	12:00	n'.00	18:57							BONIFACIO DAY	LH

Printed by : ma

TOTAL

Length Of Work:

0077:35

Under Time:

0000.29

Leave:

0

Day Work:

11

Over Time :

00:000

UT Frequency:

Rest Day:

8

Absences:

11

Lates:

0001:56

Special Holiday:

Late Frequency : CLASTUFIED TRUE COLOGIAl Holiday : OF THE ORIGINAL:

FORM 3333

RENDORIO

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.

Employee's Signature

REMINDER: Please return within 5 days together with the required signed official documents.



Republic of the Philippines Department of Environment and Natural Resources MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	Γ	2. NAME:	(Last)	(First) MELCHOR, MAR	(Middle	÷)			
3. DATE OF FILINGDE	C. 4, 2023	4. POSITION _	FORES	T RANGER	5. SALARY	15,948			
		6. DETAILS	OF APPLIC	ATION					
Mandatory/Forced Le ✓ Sick Leave (Sec. 43, Rule ✓ Maternity Leave (R.A. No.) ✓ Pater ty Leave (R.A. No.) ✓ Special Privilege Lea ✓ Solo Parent Leave (R.A. No.) ✓ Study Leave (Sec. 68, Rule ✓ 10-Day VAWC Leave ✓ Rehabilitation Privileg ✓ Special Leave Benefit	Rule XVI, Omnibus Rules Implemave (Sec. 25, Rule XVI, Omnibus Rules Implementing on 11210 / IRR issued by CSC, DC on 8187 / CSC MC No. 71, s. 1998, ve (Sec. 21, Rule XVI, Omnibus Rules Implementing RA No. 9262 / CSC MC No. 15, ge (Sec. 55, Rule XVI, Omnibus Res for Women (RA No. 971) Calamity) Leave (CSC MC RO. 971)	nenting E.O. No. 292) Rules Implementing E.O. No. 292) DLE and SSS) as amended) Rules Implementing E.O. No. 292) s 2006) Rules Implementing E.O. No. 292) s 2006) Rules Implementing E.O. No. 2006)	6.B In In In In In In In In In In	☐ Abroad (Specify) In case of Sick Leave: ☐ In Hospital (Specify Illness) ☐ Out Patient (Specify Illness) In case of Special Leave Benefits for Women: (Specify Illness) In case of Study Leave:					
☐ Adoption Leave (RA No Others:		7 NO. 2, S. 2012, as alliente.		Other purpose: Monetization of Leave Credits					
6.C NUMBER OF WORKII 3 DAYS INCLUSIVE DATES Nov. 3, 16,29, 2023	NG DAYS APPLIED FO		6.D						
	7. [DETAILS OF A	CTION ON A	PPLICATION					
7.A CERTIFICATION OF L As Total Earned Less this application Balance	EAVE CREDITS Vacation Leave (Authorized Officer)	Sick Leave	7.8 6	ROSARIO	ie to	alur			
7.C APPROVED FOR: days with pa days without others (Spec	pay iify) MA. CR Chie	ISTINATE REPORTED TRUE OF THE ORIGINA ISTINATE REPORTED TRUE OF THE ORIGINAL PROPERTY OF THE OR	ENDORIO Section R-GORDOVE, C	DISAPPROVED DU	JE TO:				