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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 March 2023

DAY		A.M.		P.M.		UNDERTIME	
		Arrival	Departure	Arrival	Departure	Hours	Minutes
1	We	08:40	12:01	12:52	17:16		40
2	Thu	07:54	12:01	12:49	17:26		
3	Fri	Travel Order No. 2023-208					
4	Sat						
5	Sun						
6	Mo	08:25	12:02	12:58	17:31		25
7	Tue	09:22	12:01	12:56	17:40	1	22
8	We	09:18	12:03	12:59	17:08	1	18
9	Thu	07:57	12:04	12:57	17:19		
10	Fri	09:38	12:04	12:52	17:13	1	38
11	Sat						
12	Sun						
13	Mo	SICK LEAVE					
14	Tue	07:55	12:06	12:45	17:29		
15	We	08:02	12:03	12:58	17:12		2
16	Thu	07:52	12:01	12:56	17:07		
17	Fri	07:55	12:04	12:53	17:09		
18	Sat						
19	Sun						
20	Mo	09:04	12:04	12:36	17:02	1	4
21	Tue	Proclamation No. 110 Special Non-Working Day					
22	We	07:53	12:05	12:54	17:03		
23	Thu	07:51	12:02	12:48	17:08		
24	Fri	07:47	12:00	12:51	17:00		
25	Sat						
26	Sun						
27	Mo	SICK LEAVE					
28	Tue	08:43	12:05	12:55	17:15		43
29	We	07:54	12:03	12:55	17:06		
30	Thu	Travel Order No. 2023-234					
31	Fri	08:51	Office Pass Slip 23-03-98		17:00		51
						8 hours	3 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

DENR MIMAROPA RECORDS SECTION	
RECEIVED	
BY:	
DATE:	
TIME:	



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

**TRAVEL ORDER**

No. 2023-208

NAME: Frances Margarette A. Mendoza Salary: \_\_\_\_\_  
POSITION: Attorney III Div./Sec./Unit: Legal Division  
DEPARTURE DATE: March 3, 2023 Official Station: PENRO Calapan City  
DESTINATION: Pola, Oriental Mindoro Arrival Date: March 3, 2023

PURPOSE OF TRAVEL: 1. To accompany PENRO team in the area affected by oil spill and in the meeting with the Local Government Unit

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  
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 Margarette</b> (Middle) <b>Axalan</b>
3. DATE OF FILLING <b>March 14, 2023</b>	4. POSITION <b>Attorney III</b>
5. SALARY <b>SG 21</b>	

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)
- ☐ Adaptation 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) **acid reflux**

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

**one (1) day**

INCLUSIVE DATES

**March 13, 2023**

6.D COMMUTATION

- ☒ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **February 28, 2023**

	Vacation Leave	Sick Leave
Total Earned	2.008	16.583
Less this application	—	1.000
Balance	2.008	15.583

**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:

- ☒ days with pay
- ☐ days without pay
- ☐ others (Specify)

7.D DISAPPROVED DUE TO:

**ALAN L. VALLE**

OIC, PENRO



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 Margarette</b> (Middle) <b>Axalan</b>
3. DATE OF FILLING <b>March 28, 2023</b>	4. POSITION <b>Attorney III</b>
5. SALARY <b>SG 21</b>	

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)
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- ☐ 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) migraine

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

one (1) day

INCLUSIVE DATES

March 27, 2023

6.D COMMUTATION

- ☒ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of March 15, 2023

	Vacation Leave	Sick Leave
Total Earned	2.008	15.583
Less this application	—	1.000
Balance	2.008	14.583

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:

1 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

**T R A V E L O R D E R**

No. 2023-234

NAME: Frances Margarette A. Mendoza Salary: \_\_\_\_\_  
POSITION: Attorney III Div./Sec./Unit: Legal Division  
DEPARTURE DATE: March 30, 2023 Official Station: PENRO Calapan City  
DESTINATION: Regional Trial Court, Branch 43 Arrival Date: March 30, 2023  
Roxas, Oriental Mindoro

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

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**  
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](mailto:penro_orientalmin@yahoo.com)

**OFFICE PASS SLIP**

**23-03-98**

March 31, 2023

Date

Name of Employee : Atty. Frances Margarette A. Mendoza

Time Out

9:32 Am

Time In: 2:10 pm

PURPOSE


: To attend oath-taking ceremony of the Integrated Bar of the Philippines Oriental Mindoro Chapter Officers

DESTINATION

: IBP Oriental Mindoro Chapter

✓

Official
Personal


  
Officer of the Day

APPROVED:

  
**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, IBP Oriental Mindoro Chapter.

3/31/23  
Date

  
Signature over Printed Name

THADDEUS E. VENTURANA  
IBP PRESIDENT

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.