

MIMAROPA Region

Provincial Environment and Natural Resources Office Calapan City, Oriental Mindoro

No.

FEB 1 3 2023

DENR MIMAROPA RECORDS SECTION RECEIVED

INCO	OMING OUTGOING
3V:	LOS DATE NO
TIME:	

TRAVEL ORDER

NAME:	ALAN L.	VALLE		Salary:	
POSITION:				Div./Sec./Unit:	
DEPARTURE	-	February 10 & 13, 2023		Official Station:	
DESTINATIO	ON:	CENRO Socorro		Arrival Date :Fe	braury 13, 2023
PURPOSE OF	TRAVEL:	To monitor and familiariz jurisdiction of CENRO S		cts and activities in	nplemented with the
Assistants or I	Laborers Allo	ved : owed : avel should be charged :			
Remarks or sp	ecial instruct	ions:			
Certifications	s :				
T Div./Sec./Unit		tify that the travel is nece	essary and is connect	ed with the functi	ons of the official/ employees of this
Recommendir	ng Approval:		Approved by:		
- 0		GODDON GEOGRA		ODMELVNE	CLAUDIO CEGO IV
		GORDOVE, CESO IV			CLAUDIO, CESO IV ecutive Director
		gional Directior ement Services		Regional Ex	course 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 station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012.liquidate this travel within twenty (20) days upon return to my permanent official.

ALANK ALLE Official Employee



Provincial Environment and Natural Resources Office

Calapan City, Oriental Mindoro

TRAVEL ORDER

NAME:	ALAN L.	VALLE		Salary:	
POSITION:	OIC-PENR	Officer		Div./Sec./Unit:	Office of the PENRO
DEPARTURE	DATE:	February 10 & 13, 2023		Official Station:	PENR Office
DESTINATIO	N:	CENRO Socorro		Arrival Date :Feb	praury 13, 2023
PURPOSE OF TRAVEL:		To monitor and familiari	ze the programs, p	rojects and activities im	aplemented with the
		jurisdiction of CENRO	Socorro		
Per Diems/Exp	penses Allow	red :			
Assistants or I	aborers Allo	red : wed :			
Assistants or I Appropriation	aborers Allo to which tra	wed : wel should be charged :			
Assistants or I Appropriation	aborers Allo to which tra	wed :			
Assistants or I Appropriation	aborers Allo s to which tra ecial instruct	wed : wel should be charged :			
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Assistants or I Appropriations Remarks or sp Certifications	aborers Allo s to which tra ecial instruct : his is to cer	wed : evel should be charged : ions :			

DONNA MAYOR- GORDOVE, CESO IV

Assistant Regional Directior for Management Services

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

AUTHORIZATION

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	Department of Environmen	TINERARY nt and Natur Age	ral Resourc		cial Office		
Name	: ALAN L. VALLE	7,90				No	
Purpose of Tra	avel : <u>Please see attached travel o</u>	rder				r yone yaş	
	DOM HOUSE	TI	ME		EXPE	NSES	***************************************
Date	Places to be visited	Departure	Arrival	Means of Transpo.	Expenses	Per Diem	Total Amount
Feb. 10	OS to Socorro To OS	10:00 am	4:00 pm	RP Vehicle		1,100.00	1,100.00
Feb. 13	OS to Socorro To OS	10:45 am	5:15 pm	RP Vehicle	in yuanza inana Ji S ishan sawa	1,100.00	1,100.00
			L		-	2,200.00	2,200.00
itenerary, (2)	certify that: (1) I have reviewed the forego the travel is necessary to the service, (3) d is reasonable and (4) the expenses clair) the	wurd ban	Prepared by:		PALLE ENRO	Eq.
						LAUDIO, CES	

Name Purpose of Tr	Department of Environ ALAN L. VALLE Please see attached trav	Age	ral Resourc		cial Office	No	
	0.39.25	Т	ME	T	EXPE	NSES	
Date	Places to be visited	Departure		Means of Transpo.	Expenses	Per Diem	Total Amount
Feb. 10	OS to Socorro To OS	10:00 am	4:00 pm	RP Vehicle	olad bulbonia	1,100.00	1,100.00
Feb. 13	OS to Socorro To OS	10:45 am	5:15 pm	RP Vehicle	C renor	1,100.00	1,100.00 -
					-	2,200.00	2,200.00
itenerary, (2	certify that: (1) I have reviewed the fo) the travel is necessary to the service ed is reasonable and (4) the expenses	e, (3) the		Prepared by:		ALLE ENRO	
		,			MELYN E. CI	LAUDIO, CES	



MIMAROPA Region

Provincial Environment and Natural Resources Office

Calapan City, Oriental Mindoro

TRAVEL ORDER

-	LAN L.	THE PARTY OF THE P	Salary:				
POSITION: 0		Officer	Div./Sec./Unit: Office of the PENRO				
DEPARTURE DA	ATE:	February 21, 2023	Official Station: PENR Office				
DESTINATION:		San Teodoro/Naujan/PolaCENRO Socorro/Bansud/Mansalay/Bulalacao/CENRO Roxas	Arrival Date :Febraury 24, 2023				
PURPOSE OF TR	RAVEL:	To monitor and familiarize the programs, project	ets and activities implemented with the				
		jurisdiction of CENRO Socorro					
Per Diems/Expens	ses Allow	ed :					
Assistants or Labo	orers Allo	wed :					
Appropriations to	which tra	vel should be charged :					
Remarks or specia	al instruct	ions :					
C4:64:							
Certifications:	is to som	tify that the travel is managemy and is commented	d said the forestions of the official/ and have	C 41-			
Div./Sec./Unit	is to cer	tify that the travel is necessary and is connected	a with the functions of the official/ employee	s of thi			
51V./1900./ Clint							
Recommending A	approval:	Approved by:					

DONNA MAYOR- GORDOVE, CESO IV

LORMELYN E. CLAUDIO, CESO IV

Assistant Regional Direction for Management Services

Regional Executive Director

AUTHORIZATION

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No.

MIMAROPA Region

Provincial Environment and Natural Resources Office

Calapan City, Oriental Mindoro

TRAVEL ORDER

NAME: ALAN L. VALLE Salary: OIC-PENR Officer POSITION: Div./Sec./Unit: Office of the PENRO **DEPARTURE DATE:** February 21, 2023 Official Station: PENR Office DESTINATION: San Teodoro/Naujan/PolaCENRO Arrival Date : Febraury 24, 2023 Socorro/Bansud/Mansalay/Bulalacao/CENRO Roxas PURPOSE OF TRAVEL: To monitor and familiarize the programs, projects and activities implemented with the jurisdiction of CENRO Socorro 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: Approved by:

DONNA MAYOR- GORDOVE, CESO IV

LORMELYN E. CLAUDIO, CESO IV

Assistant Regional Directior for Management Services

Regional Executive Director

AUTHORIZATION

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ITINERARY OF TRAVEL Department of Environment and Natural Resources Office-Provincial Office Agency No. ____ Name ALAN L. VALLE Purpose of Travel Please see attached travel order TIME **EXPENSES** Date Places to be visited Means of Total Departure Arrival Expenses Per Diem Transpo. Amount OS to San Teodoro Feb. 21 7:25 am RP Vehicle 2,200.00 2.200.00 To Naujan To Pola '4:12 pm Feb. 22 Pola to CENRO Socorro 9:30 am RP Vehicle 2,200.00 2,200.00 To Bansud 3:50 pm Feb. 23 Bansud to CENRO Roxas 10:00 am | 1:30 pm RP Vehicle 2,200.00 2,200.00 Feb. 24 CENRO Roxas to Mansalay 8:00 am RP Vehicle 1,100.00 1,100.00 To Bulalacao To OS 5:20 pm 7,700.00 7,700.00 I certify that: (1) I have reviewed the foregoing Prepared by: itenerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed ALAN L. MALLE are proper. OC-PENRO LORMELYN E. CLAUDIO, CESO IV Regional Executive Director

ITINERARY OF TRAVEL Department of Environment and Natural Resources Office-Provincial Office Agency No. Name ALAN L. VALLE Please see attached travel order Purpose of Travel TIME **EXPENSES** Date Places to be visited Means of Total Departure Arrival Expenses Per Diem Transpo. Amount OS to San Teodoro Feb. 21 7:25 am RP Vehicle 2,200.00 2,200.00 To Naujan To Pola '4:12 pm Pola to CENRO Socorro Feb. 22 RP Vehicle 9:30 am 2,200.00 2,200.00 To Bansud 3:50 pm 10:00 am | 1:30 pm Bansud to CENRO Roxas Feb. 23 RP Vehicle 2,200.00 2,200.00 Feb. 24 CENRO Roxas to Mansalay 8:00 am RP Vehicle 1,100.00 1,100.00 To Bulalacao To OS 5:20 pm 7,700.00 7,700.00 Prepared by:

I certify that: (1) I have reviewed the foregoing itenerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

ALANKAVALLE ØIC-PENRO

LORMELYN E. CLAUDIO, CESO IV Regional Executive Director



MIMAROPA Region

Provincial Environment and Natural Resources Office

Calapan City, Oriental Mindoro

$T\ R\ A\ V\ E\ L\quad O\ R\ D\ E\ R$

NAME:	ALAN L.	VALLE		Salary:	
POSITION:	OIC-PENR	Officer		Div./Sec./Unit:	Office of the PENRO
DEPARTURE	DATE:	February 14, 2023		Official Station:	PENR Office
DESTINATIO	N:	Bayview Hotel/ MIMAROP	A Region/ Manila	Arrival Date :Feb	oruary 19, 2023
PURPOSE OF	TRAVEL:	To attend on the conduct of C	Capacity Enhancem	nent on ISO 9001:2	2015 of DENR MIMAROPA
		officials and key QMS Playe	rs		
D D' /F	A 11				
		ved :			
		owed:avel should be charged:			
		tions:			
Certifications	:				
T	his is to cer	tify that the travel is necessar	ry and is connected	ed with the function	ons of the official/ employees of this
Div./Sec./Unit					
Recommendin	g Approval:		Approved by:		
DONNA	MAYOR-	GORDOVE, CESO IV	1	ORMELYN E. C	CLAUDIO, CESO IV
	Assistant Re	egional Directior ement Services		and the second control of the second control	ecutive Director
			TIMETA DIZZA ZELO	N.T	

AUTHORIZATION

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for Management Services

Republic of the Philippines
Department of Environment and Natural Resources

MIMAROPA Region

Provincial Environment and Natural Resources Office

Calapan City, Oriental Mindoro

The state of the s	L. VALLE	Salary:	t: Office of the PENRO
DEPARTURE DATE:	February 14, 2023		on: PENR Office
DESTINATION:	Bayview Hotel/ MIMAROP	A Region/ Manila Arrival Date:	February 19, 2023
PURPOSE OF TRAVE	CL: To attend on the conduct of officials and key QMS Playe	Capacity Enhancement on ISO 900 ers	1:2015 of DENR MIMAROPA
Assistants or Laborers Appropriations to which	Allowed : h travel should be charged :		
Remarks or special instr	ructions :		
Certifications: This is to Div./Sec./Unit	certify that the travel is necess	ary and is connected with the fun	ctions of the official/ employees of this
Recommending Approv	val:	Approved by:	
	R- GORDOVE, CESO IV Regional Directior		. CLAUDIO, CESO IV Executive Director

AUTHORIZATION

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ALAN E. AALLE
Official Employee



REGIONAL SP	ECIAL	ORDER
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FEB 07 2023

SUBJECT:

AUTHORIZING THE CONDUCT OF CAPACITY ENHANCEMENT ON ISO 9001:2015 OF DENR MIMAROPA OFFICIALS AND KEY QMS PLAYERS

In the interest of the service, and to walk through the DENR Officials and key QMS players on the standards of ISO 9001 2015 Quality Management System, the conduct of Capacity Enhancement on ISO 9001:2015 of DENR MIMAROPA Officials and Key QMS Players is hereby authorized on 15-18 February 2023 at Bayview Park Hotel Manila, along corners United Nations and Roxas Boulevard, Ermita, Manila.

This activity shall be attended by the following officials and personnel:

FACE TO FACE	
Regional Office	
1. Lormelyn E. Claudio, CESO IV	Regional Executive Director
2. Donna Mayor-Gordove, CESO IV	ARD for Management Services/Quality Management Representative (QMR)
3. Maximo C Landrito	ARD for Technical Services/Chair, Internal Audit Team
4. Rosario C. Gulmatico	Chief, Administrative Officer/QMS Focal Person
5. Atty. Gandhi G Flores	Chief, Legal Division
6. Ruby C. Bautista	Chief, Finance Division
7. Jonas Paolo M. Saludo	Project Evaluation Officer III/OIC, Planning and Management Division
8 Lino M. Dimapilis	Chief, Enforcement Division
9 Cesar P. Odi	Chief, Licenses, Patents and Deeds Division
10. Roman G Legaspi	Engineer IV/OIC, Surveys and Mapping Division
11 Maria Melissa L. Endangan	Planning Officer IV/OIC, Conservation and Development Division
PENROs	
12 Felizardo B Cayatoc	Palawan
13. Ernesto E Tañada	Occidental Mindoro
14 Imelda M Diaz	Marinduque
15 Alan L Vaile	Oriental Mindoro
. 16 Arnoldo A Blaza, Jr.	Rombion

CENROs	
17 Caesar E Quebec	Roxas, Oriental Mindoro
18 Rodel M Boyles	Socorro, Oriental Mindoro
19 Efren L De'os Reyes	San Jose, Occidental Mindoro
20 Anastacio A Santos	Sablayan, Occidental Mindoro
21 Pedro A Velasco	Puerto Princesa, Palawan
22 Pablo L Cruz	Roxas, Palawan
23 Conrado M. Corpuz	Taytay, Palawan
24 Leonard T. Caluya	Brooke's Point, Palawan
25 Renato S. Gonzaga	Quezon, Palawan
26 Rodney G. Verian	Coron, Palawan
Chief, Management Services Divis	
27 Abe R Francisco	PENRO, Occidental Mindoro
28. Maricel V. Supleo	PENRO, Oriental Mindoro
29 Thelmo S. Hernandez	PENRO, Rombion
30 Gemma P. Delos Reyes	PENRO, Marinduque
31 Wamalayda S Talabucon	PENRO, Palawan
Facilitator/Secretariat	
32. Edna A. Tarrosa	Administrative Officer V/Chief, HRDS
33. Kristine A. Zacarias	Administrative Assistant I/QMS Secretariat
34-36 Resource Speakers from Ce	ntral Office
VIRTUAL/ONLINE	
Regional Office	
Internal Quality Auditors	
Engr. Josie F. Salazar	Engineer III
2. Nazar Norman S. Cortuna	Accountant III
Karla S. Mangundayao	Sr. Forest Management Specialist
4. Kareen S. Tuazon	Land management Officer II
Karen D. Dagumanpan	Administrative Officer IV
6. Marilyn P. Antonio	Administrative Officer IV
7. Joann B. Chuaquico	Credit Officer I
ROAAP Focal Persons	
8. Jayhne Maeritz A. Barcenal	RSCIG
Izzah Loren Fernandez	
10. Jennifer Estuita	NGP Coordinating Office
11. Michelle B. Tuyan	Administrative Division
12. Shiela A Cerezo	Finance Division
13. Yvette A. Lumbres	Legal Division
14. Charlotte Jane C. Trumata	
15. Jeremy A. Melchor	Planning and Management Division
16. Marie Grace dela Cueva	Conservation and Development Division
17. Marie Khrisna Cañete	
18. Sherry Mae D. Esteleydes	Enforcement Division
19. Justin Paul T. Torio	
20. Maria Victoria D Sario	Licenses, Patents, and Deeds Division
21. Jocelyn A. Sarile	Surveys and Mapping Division
22. Haydee M. Baggay	

FIELD OFFICES	
All PENRO Deputy QMR	
All CENRO QMR and Deputy QMR	
All PENROs Internal Quality Audito	rs
All CENROs Internal Quality Audito	ors
Facilitator/Secretariat	
23 Mark Juvenal I Ferrer	Administrative Officer IV
24. Angel Nica B. Capacio	Administrative Assistant 1/QMS Secretariat

All expenses to be incurred in the conduct of the activity shall be charged against the Regional HRDS 2022 Continuing funds and central-based QMS downloaded funds, subject to the usual accounting and auditing rules and regulations.

The End of Learning Report shall be submitted by regional HRDS to the undersigned thru the ARD for Management Services via email address: hrdsdenrmimaropa@gmail.com.

This Order takes effect on the above-mentioned dates.

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

ITINERARY OF TRAVEL Department of Environment and Natural Resources Office-Provincial Office Agency No. ALAN L. VALLE Name Purpose of Travel Please see attached travel order TIME **EXPENSES** Date Places to be visited Means of Total Departure Per Diem Arrival Expenses Transpo. Amount February 14 OS to Calapan City Pier 5:15 pm RP Vehicle 2,200.00 2,200.00 Terminal Fee 20.00 20.00 To Batangas City Pier 528.00 528.00 To Regional Office 12:10 am February 15 Regional Office to Bayview Hotel 7:30 am 8:00 am February 16 Still at Bayview Hotel February 17 Still at Bayview Hotel Bayview to Regional Office February 18 6:10 pm 6:35 pm February 19 Regional Office to Batangas City Pier 9:15 am 1,100.00 1,100.00 Terminal Fee 30.00 30.00 To Calapan City Pier 528.00 528.00 To OS 3:45 pm 3,800.00 1,106.00 4,406.00

I certify that: (1) I have reviewed the foregoing itenerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

Prepared by:

ALAN AVALLE OIC-PENRO

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

ITINERARY OF TRAVEL Department of Environment and Natural Resources Office-Provir Agency					33		
					ncial Office No.		
Name : ALAN L. VALLE							
Purpose of Tra	evel : <u>Please see attached travel of</u>	<u>order</u>			1.10991		
	100028.22	TIME		T	EXPENSES		
Date	Places to be visited	Departure	T	Means of Transpo.	Expenses	Per Diem	Total Amount
February 14	OS to Calapan City Pier Terminal Fee To Batangas City Pier To Regional Office	5:15 pm	12:10 am	RP Vehicle	20.00 528.00	2,200.00	2,200.00 20.00 528.00
February 15	Regional Office to Bayview Hotel	7:30 am	8:00 am	re Dorusiga z ei Mai nehou bei	Cut short		
February 16	Still at Bayview Hotel	rgi *9 lanou	Ish A. Waje	il carteloxa es	bebnerd -		
February 17 February 18	Still at Bayview Hotel Bayview to Regional Office	6:10 pm	6:35 pm	a h a su suene	cathor and	deut la more	
February 19	Regional Office to Batangas City Pier Terminal Fee To Calapan City Pier To OS	9:15 am	3:45 pm		30.00 528.00	1,100.00	1,100.00 30.00 528.00
					1,106.00	3,300.00	4,406.00
I certify that: (1) I have reviewed the foregoing itenerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.				Prepared by:	ALANY VALLE ØIC PENRO		
						AUDIO, CESoutive Director	