

Civil Service Form No. 18  
**DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES**  
DENR-IV MIMAROPA  
Provincial Environment and Natural Resources Office  
Suqui, Calapan City, Or. Mindoro

**DAILY TIME RECORD**  
**ALAN L. VALLE**

☐ OUTGOING  
DATE NO.

Name  
for the month of December 2022

Date		AM		PM		UNDERTIME	
		Start	End	Start	End	Hours	Minutes
1	Thu	TRAVEL ORDER NO. 883					
2	Fri						
3	Sat						
4	Sun						
5	Mon	TRAVEL ORDER NO. 950					
6	Tue						
7	Wed	TRAVEL ORDER NO. 952					
8	Thu						
9	Fri						
10	Sat						
11	Sun						
12	Mon	7:45 AM	12:03 PM	12:51 PM	17:35 PM		
13	Tue	7:38 AM	12:15 PM	12:49 PM	17:43 PM		
14	Wed	TRAVEL ORDER NO. 951					
15	Thu						
16	Fri						
17	Sat						
18	Sun						
19	Mon	7:40 AM	12:00 PM	12:51 PM	18:15 PM		
20	Tue	TRAVEL ORDER NO. 970					
21	Wed						
22	Thu						
23	Fri	7:55 AM	12:06 PM	12:49 PM	17:20 PM		
24	Sat						
25	Sun						
26	Mon	HOLIDAY					
27	Tue	7:35 AM	12:10 PM	12:41 PM	18:10 PM		
28	Wed	7:43 AM	12:11 PM	12:56 PM	18:29 PM		
29	Thu	7:33 AM	12:08 PM	12:51 PM	17:15 PM		
30	Fri	HOLIDAY					
31	Sat						

TOTAL: \_\_\_\_\_ hrs./min. & \_\_\_\_\_ O.T. hrs. \_\_\_\_\_

I CERTIFY on my honor that the above is a true and correct report if the hours of work performed, record of which was made duly at the time of arrival and at departure from office.

**ALAN L. VALLE**

Verified as to the prescribed office hours

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

## DEPARTMENT OF ENVIRONMENT &amp; NATURAL RESOURCES

DENR-IV MIMAROPA

Provincial Environment and Natural Resources Office  
Suqui, Calapan City, Or. MindoroDAILY TIME RECORD  
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Regional Executive Director



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DENR-IV MIMAROPA

Provincial Environment and Natural Resources Office  
Suqui, Calapan City, Or. Mindoro**DAILY TIME RECORD**  
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ALAN L. VALLE

Verified as to the prescribed office hours

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

**DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES**

DENR-IV MIMAROPA

Provincial Environment and Natural Resources Office

Suqui, Calapan City, Or. Mindoro

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**ALAN L. VALLE**

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**LORMELYN E. CLAUDIO, CESO IV**

Regional Executive Director





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office  
Calapan City, Oriental Mindoro

**TRAVEL ORDER**No. 112-883**NOV 17 2022**

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: November 28, 2022  
DESTINATION: Mansalay, Bulalacao, Or. Mdo.

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: December 2, 2022

PURPOSE OF TRAVEL: To monitor and familiarize the programs, projects and activities implemented with the jurisdiction of CENRO Roxas

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:  
Recommending Approval:

Donna Mayor-Gordove  
**DONNA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

Approved by:  
Approved by:

Lormelyn E. Claudio  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive 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.

Alan L. Valle  
Official Employee





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

**TRAVEL ORDER**

**DEC 05 2022**

No. 10950 *Reg*

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: December 5, 2022  
DESTINATION: MIMAROPA Region

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date : December 6, 2022

PURPOSE OF TRAVEL: To attend meeting regarding Presentation of Evaluated Documents of Applicants for River Restoration and Dredging Activites in the Province of Oriental Mindoro/ To attenbd meeting with the Regional Executive Director/ Submit documents/ followup issues/ concerns and other related matters

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**  
Assistant Regional Director *A*  
for Management Services

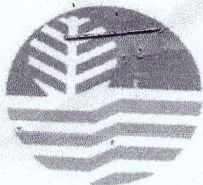
*[Signature]*  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

**AUTHORIZATION**

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*[Signature]*  
**ALAN L. VALLE**  
Official Employee





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

**TRAVEL ORDER**

No. 952 *per*

DEC 05 2022

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: December 7, 2022  
DESTINATION: MIMAROPA Region/ Bayview Hotel/ Manila

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: December 9, 2022

PURPOSE OF TRAVEL: To attend Meeting with the Regional Executive Director regarding FLAgT issues in Palawan as Former CENRO of Taytay, Palawan/ To attend DENR Year-end Employees General Assembly

Per Diems/Expenses Allowed : \_\_\_\_\_  
Assistants or Laborers Allowed : \_\_\_\_\_  
Appropriations to which travel should be charged : \_\_\_\_\_  
Remarks or special instructions : \_\_\_\_\_

**Certifications :**

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Div./Sec./Unit

Recommending Approval:

Approved by:

**DONNA MAYOR- GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

*[Signature]*  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

**AUTHORIZATION**

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*[Signature]*  
**ALAN L. VALLE**  
Official Employee





## NOTICE OF MEETING

**FOR/TO: ATTY. JUAN MIGUEL T. CUNA, CESO I**  
Undersecretary for Field Operations – Luzon, Visayas, and Environment,  
DENR Central Office

**ATTY. JONAS R. LEONES, CESO I**  
Undersecretary for Policy, Planning and International Affairs  
DENR Central Office

**RD JOE AMIL M. SALINO**  
EMB MIMAROPA

**ARD MAXIMO C. LANDRITO**  
Assistant Regional Director for Technical Services, DENR MIMAROPA

**ATTY. GANDHI G. FLORES**  
Chief, Legal Division, DENR MIMAROPA

**ENGR. ROMAN G. LEGASPI**  
Chief, Surveys and Mapping Division, DENR MIMAROPA

**FOR. CESAR P. ODI**  
Chief, Licenses, Patents and Deeds Division, DENR MIMAROPA

**ENGR. LINO DIMAPILIS**  
Chief, Enforcement Division, DENR MIMAROPA

**FOR. CONRADO M. CORPUZ**  
CENRO Taytay, Palawan

**ENGR. ALAN L. VALLE**  
OIC PENR Officer, Oriental Mindoro  
(Former CENR Officer, Taytay, Palawan)

**HON. MAYOR EDNA GACOT LIM**  
Municipality of EL Nido, Palawan

**ATTY. TEODORO JOSE S. MATTA**  
Executive Director,  
Palawan Council for Sustainable Development (PCSD)

**MR. JAVIER D. HERNANDEZ**  
President & CEO, Ayala land

**MS. MARIGLO LARIT**  
TKDC/TKPI

**MS. JEAN HENRY LHUILLER**  
Representative, Lhuiller Group



**MR. JAVIER D. HERNANDEZ**  
President & CEO, Ayala land

**MS. MARIGLO LARIRIT**  
TKDC/TKPI

**MS. JEAN HENRY LHUILLER**  
Representative, Lhuiller Group

**MR. COCO MARTINEZ**  
Lot owner representative

**MR. ISRAEL GOMEZ**  
Lot owner representative

**DATE : 02 December 2022**


We are pleased to invite you for a meeting regarding the following agenda:

1. FLAgT issues and concerns in Cadlao Island, Brgy. Buena Suerte, El Nido, Palawan
2. Other environmental issues and concerns
3. Ways forward
4. Other matters

The said meeting will be held on December 08, 2022 ( Thursday), 11:00 am at Bayview Hotel located at 1118 Roxas Boulevard, corner United Nations Avenue, Ermita, Manila, 1000 Metro Manila.

It will be greatly appreciated if you can confirm your attendance through email at [ored.denrmaropa@gmail.com](mailto:ored.denrmaropa@gmail.com) before December 08, 2022.

Thank you and stay safe.

  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director



**2022 HYBRID DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY**  
Theme: *"Green Christmas, Full of Love and Hope"*  
December 9, 2022, DENR Multi-Purpose Building and  
via Zoom video conferencing application

**ADVISORY**

To: All Undersecretaries, Assistant Secretaries, Service, Program and Project Directors  
and Heads of DENR Task Forces

1. All Officials and employees from the Central Office, Bureaus, Attached Agencies, Regional Executive Directors (REDs), EMB and MGB Regional Directors (RDs), Provincial Environment and Natural Resources Offices (PENROs) and Community Environment and Natural Resources Offices (CENROs) are invited to attend the 2022 Hybrid DENR Year-End Employees' General Assembly on December 9, 2022, 8:30AM – onwards.
2. All officials and personnel are encouraged to attend the program at the venue. To those who will attend via Zoom, the link would be:  
Meeting ID: 922 0428 4974  
Passcode: DENR2022
3. All virtual attendees must use the Username's format as:  
DENR CO Juan Dela Cruz or  
FMB Juan Dela Cruz
4. Zoom host will let you in at 8:15AM on December 9, 2022.
5. Ensure that the respective microphone is MUTE while the program is on-going.
6. We will be implementing a color-coded attire/shirt during the day, as follows:

• Luzon cluster	:	Red
• Visayas cluster	:	Green
• Mindanao	:	Blue
• Bureaus and Attached Agencies	:	Yellow
• Central Office	:	White
7. Bring your own water tumbler; water refilling stations will be set-up at the venue.
8. Observe proper waste management during the activity.
9. Signage will be placed inside the multi-purpose hall to mark the designated areas of face-to-face attendees.

**ATTY. ERNESTO D. ADOBO JR., CESO I**  
Undersecretary

Legal, Administration, Human Resources and  
Legislative Affairs and Chairperson, Oversight  
Committee for 2022 DENR Hybrid Year-End  
Employees' General Assembly





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

**TRAVEL ORDER**

No. 951

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: December 14, 2022  
DESTINATION: MIMAROPA Region/ Tanza, Cavite

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: December 16, 2022

PURPOSE OF TRAVEL: To attend Year-end Assessment and General Assembly of the Regional Office

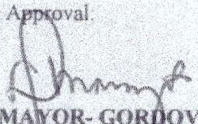
Per Diems/Expenses Allowed: \_\_\_\_\_  
Assistants or Laborers Allowed: \_\_\_\_\_  
Appropriations to which travel should be charged: \_\_\_\_\_  
Remarks or special instructions: \_\_\_\_\_

**Certifications :**

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Recommending Approval

Approved by

  
**DONNA MAYOR- GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive 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.

  
**ALAN L. VALLE**  
Official Employee





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

### TRAVEL ORDER

No. 10970

DEC 20 2022

NAME: ALAN L. VALLE

POSITION: OIC-PENR Officer

DEPARTURE DATE: December 20, 2022

DESTINATION: CENRO Socorro, CENRO Roxas and  
Bongabong, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO

Official Station: PENR Office

Arrival Date: December 22, 2022

PURPOSE OF TRAVEL: To attend Year-end Assessment and General Assembly of CENROs Socorro and Roxas  
To coordinate with Mayor Malaluan re: Proposed site for MIMAROPA Office to be donated by  
LGU Bongabong

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

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

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

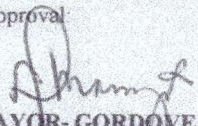
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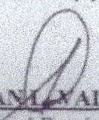
Approved by:

  
**DONNA MAYOR-GORDOVE, CESO-IV**  
Assistant Regional Director  
for Management Services

  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

#### AUTHORIZATION

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**ALAN L. VALLE**  
Official Employee



# CY 2022 YEAR-END ASSESSMENT AND THANKSGIVING PROGRAM

*DENR CENRO SOCORRO, ORIENTAL MINDORO*

December 20, 2022, 10:00 AM  
at Kristyn's Private Pool, Poblacion I, Victoria, Oriental Mindoro

## Part I: CY 2022 Year-End Assessment (10:00 AM – 12:00 NN)

Opening Prayer	SI Walter L. Tolentino (Audio Visual Presentation)
Singing of the Philippine National Anthem	
Opening Remarks	CENRO Rodel M. Boyles
Message	OIC-PENRO Allan L. Valle
Presentation of Accomplishment Report for CY 2022	For. Mackaley P. Martinez/ Planning Officer
Presentation of Issues and Concerns	Concerned personnel
Open Forum	

## Part II: Thanksgiving Program for the Retirees (1:00 PM-3:00 PM)

Tribute for the Retirees	(Audio Visual Presentation)
Words of Appreciation	Concerned personnel
Awarding of Plaque of Recognition	CENRO Rodel M. Boyles
Messages	Retirees
Closing Message	

## Part III: Party/Fellowship (3:00 pm – onwards)



12-21-2022

8:00 am onwards

MASS

Year-End Assessment CY 2022

- Opening Remarks
- Message
- Presentation of Accomplishment Report
- Issues and Concerns
- Closing Message

CENRO Caesar E. Quebec  
OIC-PENRO Alan L. Valle  
Forester Jiely Rose P. Galindez

Forester Reynaldo D. Pudiquet  
TSD Chief Alma E. Gibbe

LUNCH LUNCH LUNCH

- Games
- Presentation
- Raffle
- Exchange Gifts

Party Party Party

DENR CENRO ROXAS YEAR END  
ASSESSMENT 2022