Civil Service Form No. 48

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 December 2022

DAY		A.M.		P	.M.	UNDERTIME		
DA	YY :	Arrival	Departure	Arrival	Departure	Hours	Minutes	
1	Thu	Trave	Order 12:02	No. 2.	22-3279			
2	Fri	07:55	12:02	12:59	15:74.		6	
3	Sat							
4	Sun				,			
5	Mo	08:08	12:08	12:58	17:19		8	
6	Tue	07:54	12:06	12:59	17:19			
7	We	Travel	Order	No. 21	12-3285			
8	Thu	Frast			Concepc	100		
9	Fri	Sick	Leave	100	- or und			
10	Sat	.01	7					
11	Sun							
12	Mo	Half	Day	12:48	17:15	4		
13	Tue	07:45	12:02		18:57			
14	We	10:20	12:09	12:58	17:26	2	20	
15	Thu	Trave	Oder	No. 2	022-328			
16	Fri	10:07	12:00	12:34	17:13	2	7	
17	Sat							
18	Sun							
19	Mo	Beher	al Assen	blu @	Vencio's	Gardon		
20	Tue	Thave	10 der	12:59	2022-331 17:15	47		
21	We	09:48	12:02	12:59	17:15	11	48	
22	Thu	Trave	1 adec	Kb.2	022-334	16/		
23	Fri	rick	Leave		750 7	1		
24	Sat	1000	Vente					
25	Sun							
26	Mo	Procla	mation	No. 11	Special !	Up n-Wor	Line Da	
27	Tue	1		1	1	1	9	
28	We	Vac	ation)	ave				
29	Thu	1/						
30	Fri	Riza	Day					
31	Sat							
						III h aust	29 min	

		My hour 29 mins
TOTAL:	hrs./min	OT
performed record office.		and correct report of the hours of wor ne time of arrival in and departure from TTE A. MENDOZA
	Verified as to the pre	scribed office hours

ALANTALLI

OIC, PENRO



TRAVEL ORDER No. 2022-32391

	No. 2022-3279	U
NAME:	Frances Margarette A. Mendoza	Salary:
POSITION:	Attorney III	Div./Sec./Unit: Legal Division
DEPARTURE DATE:	December 1, 2022	Official Station: PENRO Calapan City
DESTINATION:	Regional Trial Court, Branch 43 Roxas, Oriental Mindoro	Arrival Date: December 1, 2022
PURPOSE OF TRAVEL:	1. To accompany Chief Atty. Gandhi	Flores in the hearing in People vs. Pelaez
Per Diems/Expenses Allowe	d:	
	ed:	
	el should be charged :	
	ons :	
Certifications:		
This is to c	ertify that the travel is necessary and is connected	ed with the functions of the official/employees
of this Div./Sec./Unit.		
		Approved by:
		OTC - 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



TRAVEL ORDER

	1
Frances Margarette A. Mendoza	Salary:
Attorney III	Div./Sec./Unit: Legal Division
December 7, 2022	Official Station: PENRO Calapan City
Regional Trial Court, Branch 43 Roxas, Oriental Mindoro	Arrival Date: December 7, 2022
1. To file pleadings in People vs. Erin	Cabinbin and People vs. Emar Mazo Godoy
l:	
ertify that the travel is necessary and is connecte	d with the functions of the official/employees
	Approved by:
	December 7, 2022 Regional Trial Court, Branch 43 Roxas, Oriental Mindoro

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

				APPLICATION	N F	UK	LEAVE			
		NT AROPA - Legal Di ENRO Oriental N		2. NAME		- 1	(Last) Mendoza	(First) Frances Margarette	(Middle	e) A.
3. DATE OF		December 12,		4. POSITION			Attorney III	5. SALARY	SG 21	
				6. DETAILS OF	APP	LICAT	ION			
6.A TYPE	OF LEAVE TO	BE AVAILED OF			6.B	DETA	AILS OF LEAVE		DECEMBER OF STREET	
☐ Vacatio	on Leave/Sec 51	, Rule XVI, Omnibus Rul	es Implementing F.O.	No. 2921				pecial Privilege Leave:		
		ave(Sec. 25, Rule XVI, C								
		ile XVI, Omnibus Rules Ir					Abroad (Specify	ppines		
Land .		No. 11210/IRR issued by					se of Sick Leave			
		No. 8187/CSC MC No. 71			1	-				
		re (Sec. 21, Rule XVI, On				V	In Hospital (Spe			-
		No. 8972/CSC MC No. 1		enting E.U. No. 292)		[2]	Out Patient (Spe	ecify Illness) Acid Reflux		-
				200						
		Rule XVI, Omnibus Rules		io. 292)		-		ave Benefits for Women:		
		RA No. 9262/CSC MC N					(Specify Illness)			Martin de la constante de la c
		e (Sec. 55, Rule XVI, On								photographic in the second
		s for Women (RA No. S								
		Calamity) Leave (CSC)	//C No. 2, s. 2012 as	amended)		-	se of Study Leave			
LI Adopta	ation Leave (RA	No. 8002)					Completion of N			
							BAR/Board Exar	mination Review		
0.1										
Other	2.					Othe	r purpose:			
							Monetization of	f Leave Credits		
6.C NUME	DED OF WORK	CINC DAVE ADDITE					Terminal Leave			
O.C NUME	DER OF WORK	One (1) day	FOR		6.D		MUTATION			
-		One (1) day				V	Not Requested			
INCLU	SIVE DATES						Requested	RA 1		
		December 9, 2022						100		
								(Signature of Applicant)		-
			7.1	DETAILS OF ACTIO	ON C	N AF	PLICATION			
7.A CERTII		LEAVE CREDITS			7.B	and the latest state of	MMENDATION			
	As	of NOV. 30	, 2022				For approval			
		Vacation Leave	Sick Leave				For disapproval	due to		
Total E	arned	6.087	18.791				аларргота	are to		
Less this	s application	-	1.000	-						
Baianc	-	6.087								
Datane	*	4.001	17.791							
			_ /					1		
		BUENA P. FL	ORIDA					WARINET V SUBJECT		
	4	Administrative	Officer IV				Chine sa	VIARICEL V. SUPLEO		
7.C APPRO	OVED FOR:		OTTICET IV		-	No. of Concession,	A province of the second secon	anagement Services Div	sion	
	days wit	th pay			7.D	DISAP	PROVED DUE TO	:		
		thout pay			1	7				
	others (5				/	+				-
				/	/	1				_
				/	1	/				
				ALAN	4	1112				
						-	=			
				OIC - P	ENR	0				



TRAVEL ORDER

	No. 2022-3281	Q.
NAME:	Frances Margarette A. Mendoza	Salary:
POSITION:	Attorney III	Div./Sec./Unit: Legal Division
DEPARTURE DATE:	December 15, 2022	Official Station: PENRO Calapan City
DESTINATION:	Regional Trial Court, Branch 43 Roxas, Oriental Mindoro	Arrival Date: December 15, 2022
PURPOSE OF TRAVEL:	1. To attend hearing in People vs. Na	aconas and Garga
Per Diems/Expenses Allowe	ed :	
Assistants or Laborers Allow	ved :	
Appropriations to which trave	el should be charged :	
Remarks or special instruction	ons :	
Certifications:		
This is to d	certify that the travel is necessary and is connected	ed with the functions of the official/employees
of this Div./Sec./Unit.		
		Approved by:
		ALANCATALLE
		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



TRAVEL ORDER

	No. 2022-3347	
NAME:	Frances Margarette A. Mendoza	Salary:
POSITION:	Attorney III	Div./Sec./Unit: Legal Division
DEPARTURE DATE:	December 20, 2022	Official Station: PENRO Calapan City
DESTINATION:	Regional Trial Court, Branch 42 Pinamalayan, Oriental Mindoro	Arrival Date: December 20, 2022
PURPOSE OF TRAVEL:	1. To obtain records in People vs. Abe	and Serujano
Per Diems/Expenses Allow	ed:	
Assistants or Laborers Allov	wed:	
Appropriations to which trav	vel should be charged :	
Remarks or special instructi	ons:	
Certifications:		
This is to d	certify that the travel is necessary and is connected	with the functions of the official/amplaces
of this Div./Sec./Unit.	, , , , , , , , , , , , , , , , , , , ,	and the functions of the official/employees
		Approved by:
		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

NAME:	Frances Margarette A. Mendoza	Salary:
POSITION:	Attorney III	Div./Sec./Unit: Legal Division
DEPARTURE DATE:	December 22, 2022	Official Station: PENRO Calapan C
DESTINATION:	Regional Trial Court, Branch 43 Roxas, Oriental Mindoro	Arrival Date: December 22, 2022
PURPOSE OF TRAVEL:	To obtain records in People vs. Nacor	as and Garga
Per Diems/Expenses Allowe	ed :	
Assistants or Laborers Allow	red :	
Appropriations to which trave	el should be charged :	
Remarks or special instruction	ons :	

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:

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. (NT AROPA - Legal Division ENRO Oriental Mindoro)	2. NAM	E	(Last) Mendoz a	(First) Frances Margare	(Middle)
3. D	ATE OF FILLING	January 4, 2023	4. POSITION		Attorney III	5. SALARY	SG 21
NAME AND ADDRESS OF			6. DETAILS O	F APP	PLICATION		
6.A	TYPE OF LEAVE TO	BE AVAILED OF Rule XVI, Omnibus Rules Implement	50 th m	6.B		Special Privilege Leave:	
	Mandatory/Forced Lei Sick Leave (Sec. 43, Ru Maternity Leave (R.A.) Paternity Leave (R.A.) Special Privilege Leav Solo Parent Leave (RA Study Leave (Sec. 58, R 10-Day VAWC Leave (F Rehabilitation Privileg Special Leave Benefits Special Emergency (C	ave(Sec. 25, Rule XVI, Omnibus Rule le XVI, Omnibus Rules Implementing I No. 11/210/IRR issued by CSC, DOLE lo 8187/CSC MC No. 71, s. 1998, as re (Sec. 21, Rule XVI, Omnibus Rules No. 8972/GSC MC No. 8, s. 2004) Rule XVI, Omnibus Rules Implementing RA No. 9262/CSC MC No. 15, s. 2005 re (Sec. 55, Rule XVI, Omnibus Rules s for Women (RA No. 9710/CSC MC alamity) Leave (CSC MC No. 2, s. 7 alamity) Leave (CSC MC No. 2, s. 7	s Implementing E.O. No. 292) E.O. No. 292) and SSS) amended) Implementing E.O. No. 292) g.E.O. No. 292) Junplementing E.O. No. 292) C.No. 25, s. 2010)		☐ Within the Phil☐ Abroad (Specifin case of Sick Leave ☐ In Hospital (Specifin Case of Special Leave ☐ (Specify Illness) ☐ (Specify Illness) ☐ Completion of	ippines	
6.C	INCLUSIVE DATES	SING DAYS APPLIED FOR one (1) day		6.D	Terminal Leave COMMUTATION Not Requested Requested	A A	
NO N			7. DETAILS OF ACTI	ONC	N APPLICATION	(Signature of Applicant)	
7.A	CERTIFICATION OF A: Total Earned Less this application Balance	Varion Leave Sick Leave 3 - 8 79 19.		7.B	RECOMMENDATION For approval For disapprova	due to	
7.C	APPROVED FOR: (IV	7.D	Chief, M	MARICEL V. SUPLEO lanagement Services (Division
		thout pay Specify)	ALAN OIC -				



Republic of the Philippines Provincial Environment and Natural Resources MIMAROPA Region

APPLICATION FOR LEAVE

1. (OFFICE/DEPARTMENT DENR MIMAROPA - Legal Divisi (detailed in PENRO Oriental Mind			(Last) Mendoza	(First) Frances Margaret	(Middle)
3. D	DATE OF FILLING December 19, 202	4. POSITION		Attorney III	5. SALARY	SG 21
Tempore:		6. DETAILS O	F APP	LICATION		
	Vacation Leave(Sec. 51, Rule XVI, Omnibus Rules Implementation of Sec. 43, Rule XVI, Omnibus Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2 Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementation of Sec. 44, No. 9262/CSC MC No. 15, s. 14, Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Special Leave Benefits for Women (RA No. 9710/C) Special Emergency (Calamity) Leave (CSC MC No. 14).	plementing E.O. No. 292) us Rules Implementing E.O. No. 292) ienting E.O. No. 292) DOLE and SSS) 998, as amended) it Rules Implementing E.O. No. 292) 004) immenting E.O. No. 292) is 2005) is Rules Implementing E.O. No. 292) CSC MC No. 25, s. 2010)	6.B	DETAILS OF LEAVE In case of Vacation/Sp Within the Philip Abroad (Specify) In case of Sick Leave: In Hospital (Specify) Out Patient (Specify)	rify Illness)cify Illness)	
6.C	Others: NUMBER OF WORKING DAYS APPLIED FO			Other purpose: Monetization of Terminal Leave	nination Review	
	INCLUSIVE DATES December 27 - 29, 30		6.D	COMMUTATION Not Requested Requested	Signature of Applicant)	
		7. DETAILS OF ACTI	ONC		V	
7.A	Less this application & 3-000	19. 2022 k Leeve 19. 583	7.B	RECOMMENDATION For approval For disapproval of	due to	
1.6	BUENA P. FLOR Administrative Off			N Chief, Ma	MARICEL V. SUPLEO	Division
7.C	APPROVED FOR:	ALAN OIC -		DISAPPROVED DUE TO:		