

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	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1 Thu	Travel Order No. 2022-3279					
2 Fri	07:55	12:02	12:59	15:54	1	6
3 Sat						
4 Sun						
5 Mo	08:08	12:08	12:58	17:11		8
6 Tue	07:54	12:06	12:59	17:19		
7 We	Travel Order No. 2022-3285					
8 Thu	Feast of Immaculate Conception					
9 Fri	Sick Leave					
10 Sat						
11 Sun						
12 Mo	Half Day	12:48	17:15		4	
13 Tue	07:45	12:02	12:55	18:57		
14 We	10:20	12:09	12:58	17:26	2	20
15 Thu	Travel Order No. 2022-3281					
16 Fri	10:07	12:00	12:34	17:13	2	7
17 Sat						
18 Sun						
19 Mo	General Assembly @ Kencio's Garden					
20 Tue	Travel Order No. 2022-3347					
21 We	09:48	12:02	12:59	17:15	1	48
22 Thu	Travel Order No. 2022-3346					
23 Fri	Sick Leave					
24 Sat						
25 Sun						
26 Mo	Proclamation No. 11-Special Non-Working Day					
27 Tue	Vacation Leave					
28 We						
29 Thu						
30 Fri	Rizal Day					
31 Sat						
					11 hours	29 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



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

TRAVEL ORDER

No. 2022-3279

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 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
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



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

TRAVEL ORDER

No. 1002-3285

NAME: Frances Margarette A. Mendoza
POSITION: Attorney III
DEPARTURE DATE: December 7, 2022
DESTINATION: Regional Trial Court, Branch 43
Roxas, Oriental Mindoro

Salary: _____
Div./Sec./Unit: Legal Division
Official Station: PENRO Calapan City
Arrival Date: December 7, 2022

PURPOSE OF TRAVEL: 1. To file pleadings in People vs. Erin Cabinbin and People vs. Emar Mazo Godoy

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 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

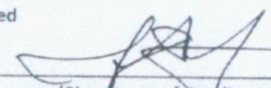


Republic of the Philippines
Provincial Environment and Natural Resources
MIMAROPA Region

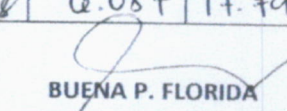

APPLICATION FOR LEAVE


1. OFFICE/DEPARTMENT DENR MIMAROPA - Legal Division (detailed in PENRO Oriental Mindoro)	2. NAME (Last) Mendoza (First) Frances Margarete (Middle) A.	
3. DATE OF FILING December 12, 2022	4. POSITION Attorney III	5. SALARY SG 21

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (R.A. No. 8972/CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 58, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9262/CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (R.A. No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended) <input type="checkbox"/> Adaptation Leave (R.A. No. 8552) Others:	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input checked="" type="checkbox"/> Out Patient (Specify Illness) Acid Reflux <i>In case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR one (1) day INCLUSIVE DATES December 9, 2022	6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of NOV. 30, 2022 <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>6.087</td><td>18.791</td></tr><tr><td>Less this application</td><td>-</td><td>1.000</td></tr><tr><td>Balance</td><td>6.087</td><td>17.791</td></tr></tbody></table>  BUENA P. FLORIDA Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	6.087	18.791	Less this application	-	1.000	Balance	6.087	17.791	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  MARICEL V. SUPLEO Chief, Management Services Division
	Vacation Leave	Sick Leave											
Total Earned	6.087	18.791											
Less this application	-	1.000											
Balance	6.087	17.791											

7.C APPROVED FOR: 1 days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO:  ALAN L. VALLE OIC - PENRO
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Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

TRAVEL ORDER

No. 2022-3281

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. Naconas and Garga

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
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

TRAVEL ORDER

No. 2022-3347

NAME: Frances Margarette A. Mendoza
POSITION: Attorney III
DEPARTURE DATE: December 20, 2022
DESTINATION: Regional Trial Court, Branch 42
Pinamalayan, Oriental Mindoro

Salary: _____
Div./Sec./Unit: Legal Division
Official Station: PENRO Calapan City
Arrival Date: December 20, 2022

PURPOSE OF TRAVEL: 1. To obtain records in People vs. Abel and Serujano

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
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

TRAVEL ORDER

No. 2022-3346

NAME: Frances Margarette A. Mendoza

POSITION: Attorney III

DEPARTURE DATE: December 22, 2022

DESTINATION: Regional Trial Court, Branch 43
Roxas, Oriental Mindoro

Salary: _____

Div./Sec./Unit: Legal Division

Official Station: PENRO Calapan City

Arrival Date: December 22, 2022

PURPOSE OF TRAVEL: 1. To obtain records in People vs. Naconas and Garga

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

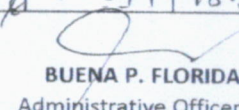
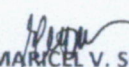
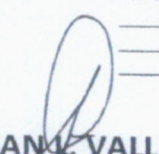
APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR MIMAROPA - Legal Division (detailed in PENRO Oriental Mindoro)	2. NAME (Last) Mendoza (First) Frances Margarete (Middle) A.	
3. DATE OF FILLING January 4, 2023	4. POSITION Attorney III	5. SALARY SG 21

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 58, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended) <input type="checkbox"/> Adoption Leave (RA No. 8552) Others: 	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input checked="" type="checkbox"/> Out Patient (Specify Illness) <u>Migraine</u> <i>In Case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>one (1) day</u> INCLUSIVE DATES <u>December 23, 2022</u>	6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of <u>Dec-31, 2022</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>3.879</td><td>19.583</td></tr><tr><td>Less this application</td><td>-</td><td>1.000</td></tr><tr><td>Balance</td><td>3.879</td><td>18.583</td></tr></tbody></table>  BUENA P. FLORIDA Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	3.879	19.583	Less this application	-	1.000	Balance	3.879	18.583	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  MARCEL V. SUPLEO Chief, Management Services Division
	Vacation Leave	Sick Leave											
Total Earned	3.879	19.583											
Less this application	-	1.000											
Balance	3.879	18.583											
7.C APPROVED FOR: <u>1</u> 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 DENR MIMAROPA - Legal Division (detailed in PENRO Oriental Mindoro)	2. NAME (Last) <u>Mendoza</u> (First) <u>Frances Margarette</u> (Middle) <u>A.</u>												
3. DATE OF FILLING <u>December 19, 2022</u>	4. POSITION <u>Attorney III</u> 5. SALARY <u>SG 21</u>												
6. DETAILS OF APPLICATION													
6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended) <input type="checkbox"/> Adoption Leave (RA No. 8552) Others: _____	6.B DETAILS OF LEAVE In case of Vacation/Special Privilege Leave: <input checked="" type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ In Case of Special Leave Benefits for Women: <input type="checkbox"/> (Specify Illness) _____ In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>three (3) days</u> INCLUSIVE DATES <u>December 27 - 29, 2022</u>	6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align: right;"> (Signature of Applicant) </div>												
7. DETAILS OF ACTION ON APPLICATION													
7.A CERTIFICATION OF LEAVE CREDITS As of <u>December 19, 2022</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">6.879</td> <td style="text-align: center;">19.583</td> </tr> <tr> <td>Less this application</td> <td style="text-align: center;">3.000</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">3.879</td> <td style="text-align: center;">19.583</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 20px;"> BUENA P. FLORIDA Administrative Officer IV </div>		Vacation Leave	Sick Leave	Total Earned	6.879	19.583	Less this application	3.000	-	Balance	3.879	19.583	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <div style="text-align: center; margin-top: 20px;"> MARICEL V. SUPLEO Chief, Management Services Division </div>
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Balance	3.879	19.583											
7.C APPROVED FOR: <u>3</u> days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____												
 ALAN VALLE OIC - PENRO													