

## DEPARTMENT OF ENVIRONMENT &amp; NATURAL RESOURCES



DENR-IV MIMAROPA

Provincial Environment and Natural Resources Office

Suqui, Calapan City, Or. Mindoro

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

Name

for the month of JUNE 2023

**DENR MIMAROPA**  
**RECORDS SECTION**  
**RECEIVED**

JUL 10 2023

☐ INCOMING ☐ OUTGOING \_\_\_\_\_  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_

Date	AM		PM		UNDERTIME	
	Start	End	Start	End	Hours	Minutes
1 Thu	TRAVEL ORDER NO. 543					
2 Fri						
3 Sat						
4 Sun	TRAVEL ORDER NO. 544					
5 Mon						
6 Tue						
7 Wed	7:45 AM	12:06 PM	12:51 PM	17:40 PM		
8 Thu	7:31 AM	12:10 PM	12:56 PM	18:03 PM		
9 Fri	7:23 AM	12:07 PM	12:43 PM	17:30 PM		
10 Sat						
11 Sun						
12 Mon	HOLIDAY					
13 Tue	7:40 AM	12:11 PM	12:59 PM	17:45 PM		
14 Wed	TRAVEL ORDER NO. 591					
15 Thu						
16 Fri						
17 Sat						
18 Sun						
19 Mon	7:38 AM	12:01 PM	12:51 PM	17:20 PM		
20 Tue	TRAVEL ORDER NO. 605					
21 Wed						
22 Thu						
23 Fri						
24 Sat						
25 Sun						
26 Mon	7:36 AM	12:04 PM	12:49 PM	17:44 PM		
27 Tue	TRAVEL ORDER NO. 2023- 115					
28 Wed						
29 Thu	TRAVEL ORDER NO. 2023- 116					
30 Fri						

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

0

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



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

sent to R.O.S-26-3

9:17 PM E-2023-11088

### TRAVEL ORDER

No. 10523 *per*

NAME: ALAN L. VALLE Salary: \_\_\_\_\_  
POSITION: OIC-PENR Officer Div./Sec./Unit: Office of the PENRO  
DEPARTURE DATE: May 30, 2023 Official Station: PENR Office  
DESTINATION: Baco, San Teodoro and Puerto Galera, Oriental Mindoro Arrival Date: June 2, 2023  
PURPOSE OF TRAVEL: To monitor oilspill situation in Puerto Galera, San Teodoro and Baco/ To conduct site visit on Resort established within Timberland

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:

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

*[Signature]*  
**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.

*[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

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

No. 10514 *pag*

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: June 4, 2023  
DESTINATION: MIMAROPA Region

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: June 6, 2023

PURPOSE OF TRAVEL: To attend meeting with the Regional Executive Director regarding Oilspill and to submit documents and to follow-up approval of Travel Order and DTR

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:

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

*[Signature]*  
**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.

*[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. 591

**JUN 14 2023**

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: June 14, 2023  
DESTINATION: MIMAROPA Region/ Manila

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date : June 16, 2023

PURPOSE OF TRAVEL: To coordinate with RED and ARDTS regarding issues and concerns in PENRO Oriental Mindoro including oilspill and Blacksand mininf issues in Baco, Oriental Mindoro/ To submit report

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

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

No. 605 *reg*

NAME ALAN L. VALLE

POSITION: OIC-PENR Officer

DEPARTURE DATE: June 20, 2023

DESTINATION CENRO Socorro, CENRO Roxas, Calapan City, Gloria and Bongabong, Oriental Mindoro

Salary

Div./Sec./Unit: Office of the PENRO

Official Station: PENR Office

Arrival Date: June 23, 2023

PURPOSE OF TRAVEL: To conduct meeting with CENROs and CENROs personnel/ To monitor activities of the CENROS/ To attend meetings/ To attend clean-up and tree planting in celebration of Arbor Day

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 the Div./Sec./Unit

Recommending Approval

Approved by

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

*[Signature]*  
**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 2, 2012 liquidate this travel within twenty (20) days upon return to my permanent official

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

TRAVEL ORDER

No. 2023-715 W

NAME ALAN L. VALLE  
POSITION OIC-PENR Officer  
DEPARTURE DATE June 27, 2023  
DESTINATION Gloria & Bongabong, Oriental Mindoro

Salary \_\_\_\_\_  
Div./Sec./Unit Office of the PENRO  
Official Station PENR Office  
Arrival Date June 28, 2023

PURPOSE OF TRAVEL To conduct inspection of the alleged discovered traces of oil spill in Gloria and Bongabong  
To conduct site visit of DENR Clone nursery area in Gloria and Arboretum area in Bongabong

Pot 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  
Div./Sec./Unit \_\_\_\_\_

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  
succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November  
2012 by date this travel within twenty (20) days upon return to my permanent official.

ALAN L. VALLE  
Official Employee



Department of Environment and Natural Resources  
MIMAROPA Region  
Provincial Environment and Natural Resources Office  
Calapan City, Oriental Mindoro

TRAVEL ORDER

No.

2023-716

NAME ALAN L. VALLE  
POSITION OIC-PENRO Office  
DEPARTURE DATE June 29, 2023  
DESTINATION MIMAROPA Region

Salary \_\_\_\_\_  
Div./Sec./Unit Office of the PENRO  
Official Station PENRO Office  
Arrival Date July 1, 2023

PURPOSE OF TRAVEL: To attend Technical Scoping of the River Restoration Project through Dredging activity along of Alag and Longos River/ To coordinate with the RED and ARDTS regarding issues on oil and apprehended conveyances stocks outside the compound of the PENRO

Per Diem/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/  
Div./Sec./Unit \_\_\_\_\_

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 succeeding salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated 2012 liquidate this travel within twenty (20) days upon return to my permanent official.

ALAN L. VALLE  
Official Employee