

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
PENRO - Occidental Mindoro
DAILY TIME RECORD

NAME : ERNESTO E. TAÑADA
EMPLOYEE NO. :
POSITION :
DTR PERIOD : 2/1/2023 - 2/28/2023

STATUS :
DIVISION :
SCHEDULE : 8:00 AM to 5:00 PM

DATE	Day	MORNING		AFTERNOON		LOW	OT	LT	UT	REMARKS
		IN	OUT	IN	OUT					
02/01/2023	Wed	07:40 AM	12:00 PM	12:50 PM	05:00 PM					
02/02/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					
02/03/2023	Fri	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					
02/04/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
02/05/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
02/06/2023	Mon	07:45 AM	12:02 PM	12:40 PM	05:33 PM					
02/07/2023	Tue	MEETING	MEETING	MEETING	MEETING					WITH SANGUNIANG PANLALAWIGAN
02/08/2023	Wed	08:01 AM	12:02 PM	12:41 PM	05:09 PM			00:01		
02/09/2023	Thu	07:50 AM	12:00 PM	12:37 PM	05:08 PM					
02/10/2023	Fri	07:49 AM	12:02 PM	12:39 PM	05:14 PM					
02/11/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
02/12/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
02/13/2023	Mon	07:51 AM	12:01 PM	12:48 PM	05:59 PM					
02/14/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#
02/15/2023	Wed	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#
02/16/2023	Thu	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#
02/17/2023	Fri	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#
02/18/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
02/19/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
02/20/2023	Mon	07:38 AM	12:05 PM	12:47 PM	05:02 PM					
02/21/2023	Tue	08:00 AM	12:02 PM	12:47 PM	05:05 PM					
02/22/2023	Wed	07:53 AM	12:02 PM	12:36 PM	05:01 PM					
02/23/2023	Thu	07:59 AM	12:10 PM	12:50 PM	05:03 PM					
02/24/2023	Fri	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY					SPECIAL NON WORKING
02/25/2023	Sat	SATURDAY	SATURDAY	SATURDAY	SATURDAY					
02/26/2023	Sun	SUNDAY	SUNDAY	SUNDAY	SUNDAY					
02/27/2023	Mon	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#
02/28/2023	Tue	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER	TRAVEL ORDER					#
TOTAL						-	-	00:01	00:00	

I certify that the entries on this record, which were made by myself daily at the time of arrival and departure from office are true and correct.

Verified as to the prescribed office hours.

ERNESTO E. TAÑADA
Employee

LORMELYN E. CLAUDIO, CESO IV
REGIONAL EXECUTIVE DIRECTOR

REMINDER : Please return within 5 days together with the required supporting documents. (i.e. Special Order, Travel Orders, Notice of Meeting, etc.)

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