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Civil Service Form No. 48

DENR MIMAROPA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCESSECTION Provincial Environment and Natural Resources Office

Brgy. Suqui, Calapan City, Oriental Mindoro:

DAILY TIME RECORD

TMAR 0 2 7073 DATE:

FRANCES MARGARETTE A. MENDOZA

NAME

DAY		A.M.			.M.		RTIME
		Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Sun						
2	Mo	SPECIA	I NON	WORKIN	16 DAY		
3	Tue	41CK	LEAVE				
4	We	09:02	12:04	12:59	17:26	1	2
5	Thu	09:32	12:02	12:56	17:10		32
6	Fri	SICK	LEAVE				
7	Sat						
8	Sun						
9	Mo	07:33	12:01	12:40	17:03		
10	Tue	08:39	12:01	12:31	17:07		39
11	We	07:53	12:00	12:54	17:00		
12	Thu	Trayel	Order	No. 20	13-003		
13	Fri	07:57	12:02	12:56	17:04		
14	Sat						
15	Sun						
16	Mo	07:56	12:02	12:50	17:15		
17	Tue	07:58	12:08	12:57	17:19		
18	We	07:59	12:00	12:52	17:03		
19	Thu	07:59	12:03	12:57	17:14		
20	Fri	07:56	12:02	12:51	17:08		
21	Sat						
22	Sun	İ					
23	Mo	07:58	12:04	12:54	17:21		
24	Tue	Trave	Order	No. 202	3-000		
25	We	08:00	12:01	12:53	17:17		
26	Thu	Travel	Order	No. 20	23-023		
27	Fri	06:05	12:05	12:56	17:07		
28	Sat						
29	Sun						
30	Мо	08:40	12:03	12:50	17:08		40
31	Tue	08:41	12:00	12:52	17:10		41
						4 hours	34 min
OT.			<u> </u>		ГО	THUND	1040

CERTIFY on my honor that	t the above is a true an	ad correct report of	the hours of work
performed record of which w	vas made daily at the t	ime of arrival in an	nd departure from
office			

FRANCES MARGA

Verified as to the prescriped office hours

ALANI

OIC, PENRO



Republic of the Philippines Provincial Environment and Natural Resources MIMAROPA Region

APPLICATION FOR LEAVE

1. C	FFICE/DEPARTME	NT	2. NAME		(Last)	(Fi	rst)	(Middle)
		AROPA - Legal Division	ı		Mendoza	Franc	es Marga	rette	A.
	(detailed in P	ENRO Oriental Mindo	ro)						
3. D	ATE OF FILLING	January 5, 2023	4. POSITION		Attorney III	5.	SALARY	SG 21	
			6. DETAILS O	F APP	LICATION				
6.A	TYPE OF LEAVE TO	BE AVAILED OF		6.B	DETAILS OF LEAVE				
				0.6					
		1, Rule XVI, Omnibus Rules Imple			In case of Vacation/Sp				
П		eave(Sec. 25, Rule XVI, Omnibus			☐ Within the Philip ☐ Abroad (Specify				
		ule XVI, Omnibus Rules Implemen			Abroad (Specify In case of Sick Leave:		*****		
		No. 11210/IRR issued by CSC, Di							
		No. 8187/CSC MC No. 71, s. 1998			☐ In Hospital (Spec				
		ve (Sec. 21, Rule XVI, Omnibus R			☑ Out Patient (Spe	city iliness	Acia Kenux		
		A No. 8972/CSC MC No. 8, s. 200			In Cons of Considillar	nun Banafi	o for Momor		
		Rule XVI, Omnibus Rules Impleme	[[[[[]		In Case of Special Lea		S for vyorner		
П		(RA No. 9262/CSC MC No 15, s. 1			(Specify Illness)				
		ge (Sec. 55, Rule XVI, Omnibus R					-		-
		ts for Women (RA No. 9710/CS			In annual of Charles I amus				
		Calamity) Leave (CSC MC No. 2	z, s. zu1z as amended)		In case of Study Leave				
	Adoptation Leave (R/	(No. 8552)			Completion of N				
					☐ BAR/Board Exam	nination R	eview		
	Out				Oakers				
	Others:				Other purpose: Monetization of	Lanua Can	dita		
					☐ Terminal Leave	Leave Cre	uits		
6.C	MILMARED OF WOR	KING DAYS APPLIED FOR		6.D	COMMUTATION				
o.c	NOWBER OF WOR	one (1) day		0.0	✓ Not Requested				
		one (a) any	THE PARTY OF THE P		Requested		1 1		
	INCLUSIVE DATES					/	XXA		-
	****	January 3, 2023				-	1		
						Signature	of Applicar	nt)	
			7. DETAILS OF ACT	ON C	N APPLICATION				
7.A	CERTIFICATION OF		20.22	7.B	RECOMMENDATION				
	F	sof Dec- 31.			☐ For approval				
			Leave		☐ For disapproval	due to			nest production of the second
	Total Earned	2.902 1	8.041						
	Less this application		1.000						
	Balance	2.902 1	7.041						
						10			
						TUTA	W-		
		BUENA P. FLORI	DA				LV. SUPLI		
		Administrative Offi	cer IV		Chief, M	anagem	ent Service	es Division	
7.C	APPROVED FOR:			7.D	DISAPPROVED DUE TO):			
	days w	vith pay						***************************************	antication of
	And the second s	vithout pay		1	7				
	others	(Specify)		/	,				_
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			ALAN	4	ALLE				
			ÓIC-	PEN	RO				



Republic of the Philippines Provincial Environment and Natural Resources MIMAROPA Region

APPLICATION FOR LEAVE

1. 0	OFFICE/DEPARTMENT DENR MIMAROPA - Legal Division	2. NAME	(Last)	(First) (Middle)
	(detailed in PENRO Oriental Mindoro)	A DESCRIPTION OF THE PARTY OF T	Mendoza	Frances Margarette A.
3. D		POSITION	Attorney III	5. SALARY SG 21
		6. DETAILS OF APP	PLICATION	
6.A	TYPE OF LEAVE TO BE AVAILED OF	6.B	DETAILS OF LEAVE	
	Vacation Leave(Sec 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292	2)	In case of Vacation/Spe	ecial Privilege Leave:
	Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing I	E.O. No. 292)	☐ Within the Philip	pines
V	Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		☐ Abroad (Specify)	
	Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)		In case of Sick Leave:	
	Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended)		☐ In Hospital (Speci	ify Illness)
	Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.	O. No. 292)	☑ Out Patient (Spec	cify Illness) Acid Reflux
	Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004)			
			In Case of Special Lea	
	10-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005)		☐ (Specify Illness) _	
	Rehabilitation Privilege (Sec 55, Rule XVI, Omnibus Rules Implementing E.			
	Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010 Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amende		In case of Study Leave:	
	Adoptation Leave (RA No. 8552)	uj.	Completion of M	acter's Degree
	Madplation Loave (IV) 110: 0002)		☐ BAR/Board Exam	
and the same of	Others:		Other purpose:	
			☐ Monetization of	Leave Credits
			☐ Terminal Leave	
6.C	NUMBER OF WORKING DAYS APPLIED FOR	6.D	COMMUTATION	
	one (1) day		✓ Not Requested✓ Requested	
appropriate to the same of the	INCLUSIVE DATES		nequested	1A.
	January 6, 2023			
return transaction			The state of the s	Signature of Applicant)
		ILS OF ACTION (ON APPLICATION	
7.A	CERTIFICATION OF LEAVE CREDITS	7.8	RECOMMENDATION	
	As of Vacation Leave Sick Leave		For approval	due to
	200		L For disapprovare	Jue to
	Total Earned 2 . 902 17.041			
	Less this application 1.000			
	Balance 2.902 10.041			
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				Nu
	BUENA P. FLORIDA		N	MARKEL WI SUPLEO
	Admipistrative Officer IV			nagement Services Division
7.C	APPROVED FOR:	7.D	DISAPPROVED DUE TO	
days with paydays without pay				
	others (Specify)			
No. of Concession, Name of Street, or other Persons, Name of Street, or ot				
		11/		
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L		ØIC - PEN	RO	



Republic of the Philippines DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES Provincial Environment and Natural Resources Office

Calapan City, Oriental Mindoro

No. 2023 - 003

NAME:	Frances Margarette A. Mendoza	Salary:
POSITION:	Attorney III	Div./Sec./Unit: Legal Division
DEPARTURE DATE:	January 12, 2023	Official Station: PENRO Calapan City
DESTINATION:	Regional Trial Court, Branch 43 Roxas, Oriental Mindoro	Arrival Date: January 12, 2023
PURPOSE OF TRAVEL:	1. To attend hearing in People vs. Ren	ato Buensoseso Reña
Per Diems/Expenses Allowe	d:	
Assistants or Laborers Allow	ed:	
	el should be charged :	
Remarks or special instruction	ons :	
Certifications:		
This is to c	ertify that the travel is necessary and is connected	with the functions of the official/employees
of this Div./Sec./Unit.		
		Approved by:
		ALANGVALLE
		OC-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. 2023 - 022

NAME:	Frances Margarette A. Mendoza	Salary:
POSITION:	Attorney III	Div./Sec./Unit: Legal Division
DEPARTURE DATE:	January 24, 2023	Official Station: PENRO Calapan Cit
DESTINATION:	Executive and Legislative Building Conference Hall, Poblacion, Bongabong, Oriental Mindoro	Arrival Date: <u>January 24, 2023</u>
PURPOSE OF TRAVEL:	To attend meeting with LGU of Bo MSD	ongabong together with PENRO and Chief-
Per Diems/Expenses Allowe	ed :	
	ved :	
	rel should be charged :	
Remarks or special instructi	ons:	
Certifications:		
This is to	certify that the travel is necessary and is connected	d with the functions of the official/employees
of this Div./Sec./Unit.		
		Approved by:
		ALAN I VALLE OIC - PENRO

AUTHORIZATIONs

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. 2003 - 1023

	140. All	W
NAME:	Frances Margarette A. Mendoza	Salary:
POSITION:	Attorney III	Div./Sec./Unit: Legal Division
DEPARTURE DATE:	January 26, 2023	Official Station: PENRO Calapan Cit
DESTINATION:	Regional Trial Court, Branch 43 Roxas, Oriental Mindoro	Arrival Date: <u>January 26, 2023</u>
PURPOSE OF TRAVEL:	1. To attend hearing in People vs. Ran	mil Mesinan
Per Diems/Expenses Allowe	d :	
Assistants or Laborers Allow	ed:	
Appropriations to which trave	el should be charged :	
Remarks or special instruction	ons :	
Certifications:		
This is to c	ertify that the travel is necessary and is connected	d with the functions of the official/employees
of this Div./Sec./Unit.		
		Approved by:
		ALAN LVALLE
		JOIC - PENICO

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