

C/o Sir Noel  
Personnel

DENR MIMAROPA RECORDS SECTION	
RECEIVED	
BY:	<b>MAR 02 2023</b>
DATE:	
TIME:	

Sir Noel

DAILY TIME RECORD

FRANCES MARGARETTE A. MENDOZA

NAME

For the month of January 2023

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1 Sun						
2 Mo	SPECIAL NON WORKING DAY					
3 Tue	SICK LEAVE					
4 We	09:02	12:04	12:59	17:26	1	2
5 Thu	09:32	12:02	12:56	17:10	1	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	Travel Order No. 2023-003					
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						
23 Mo	07:58	12:04	12:54	17:21		
24 Tue	Travel Order No. 2023-022					
25 We	08:00	12:01	12:53	17:17		
26 Thu	Travel Order No. 2023-023					
27 Fri	06:05	12:05	12:56	17:07		
28 Sat						
29 Sun						
30 Mo	08:40	12:03	12:50	17:08		40
31 Tue	08:41	12:00	12:52	17:10		41
					4 hours	34 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

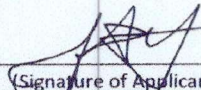
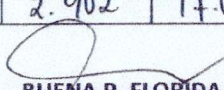
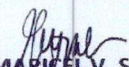
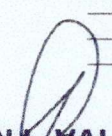
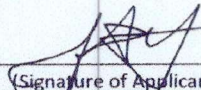
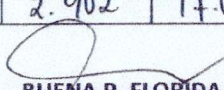
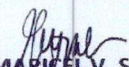
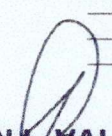
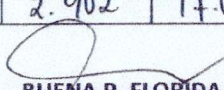
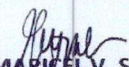
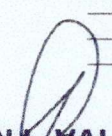
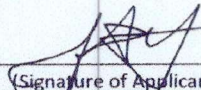
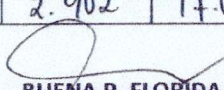
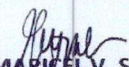
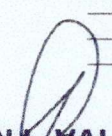
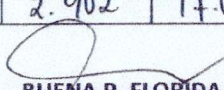
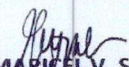
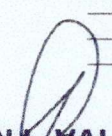
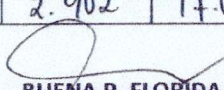
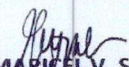
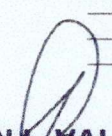
OIC, PENRO





Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>DENR MIMAROPA - Legal Division</b> <b>(detailed in PENRO Oriental Mindoro)</b>	2. NAME (Last) <b>Mendoza</b> (First) <b>Frances Margarette</b> (Middle) <b>A.</b>																															
3. DATE OF FILING <b>January 5, 2023</b>	4. POSITION <b>Attorney III</b>	5. SALARY <b>SG 21</b>																														
6. DETAILS OF APPLICATION																																
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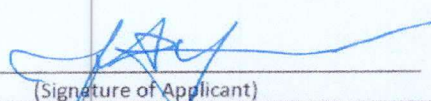


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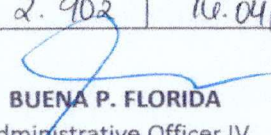
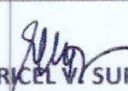
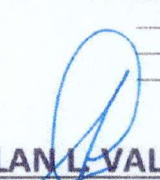
APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>DENR MIMAROPA - Legal Division</b> (detailed in PENRO Oriental Mindoro)	2. NAME (Last) <b>Mendoza</b> (First) <b>Frances Margarette</b> (Middle) <b>A.</b>	
3. DATE OF FILLING <b>January 9, 2023</b>	4. POSITION <b>Attorney III</b>	5. SALARY <b>SG 21</b>

6. DETAILS OF APPLICATION

<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <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/RR 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"/> Adaptation Leave (RA No. 8552)  Others: _____	<b>6.B DETAILS OF LEAVE</b> <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) <b>Acid Reflux</b>  <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
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> one (1) day  <b>INCLUSIVE DATES</b> January 6, 2023	<b>6.D COMMUTATION</b> <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested   (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of _____ <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>2.902</td><td>17.041</td></tr><tr><td>Less this application</td><td>-</td><td>1.000</td></tr><tr><td>Balance</td><td>2.902</td><td>16.041</td></tr></tbody></table>  <b>BUENA P. FLORIDA</b> Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	2.902	17.041	Less this application	-	1.000	Balance	2.902	16.041	<b>7.B RECOMMENDATION</b> <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____   <b>MARICEL V. SUPLEO</b> Chief, Management Services Division
	Vacation Leave	Sick Leave											
Total Earned	2.902	17.041											
Less this application	-	1.000											
Balance	2.902	16.041											
<b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify) _____	<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____   <b>ALAN L. VALLE</b> DIC - PENRO												



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

TRAVEL ORDER  
No. 2023-003

NAME: Frances Margarete A. Mendoza  
POSITION: Attorney III  
DEPARTURE DATE: January 12, 2023  
DESTINATION: Regional Trial Court, Branch 43  
Roxas, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Legal Division  
Official Station: PENRO Calapan City  
Arrival Date: January 12, 2023

PURPOSE OF TRAVEL: 1. To attend hearing in People vs. Renato Buensoseso Reña

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 MARGARETE 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. 1023-022

NAME: Frances Margarette A. Mendoza  
POSITION: Attorney III  
DEPARTURE DATE: January 24, 2023  
DESTINATION: Executive and Legislative Building  
Conference Hall, Poblacion,  
Bongabong, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Legal Division  
Official Station: PENRO Calapan City  
Arrival Date: January 24, 2023

PURPOSE OF TRAVEL: 1. To attend meeting with LGU of Bongabong together with PENRO and Chief-MSD

Per Diems/Expenses Allowed : \_\_\_\_\_

Assistants or Laborers Allowed : \_\_\_\_\_

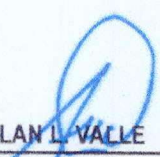
Appropriations to which travel should be charged : \_\_\_\_\_

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

**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. 2023-023

NAME: Frances Margarette A. Mendoza Salary: \_\_\_\_\_  
POSITION: Attorney III Div./Sec./Unit: Legal Division  
DEPARTURE DATE: January 26, 2023 Official Station: PENRO Calapan City  
DESTINATION: Regional Trial Court, Branch 43 Arrival Date: January 26, 2023  
Roxas, Oriental Mindoro

PURPOSE OF TRAVEL: 1. To attend hearing in People vs. Ramil Mesinan

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