

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 APRIL 2023

DENR MIMAROPA RECORDS SECTION RECEIVED

MAY 05 2023

□INCOMING [OUTGOING
BY: TIME:	DATS NO.

Date		Α	AM PM		UNDERTIME		
		Start	End	Start	End	Hours	Minutes
1	Sat	TR	AVEL ORD	ER NO. 2023	3-310		
2	Sun		TIVEE ORD	LIC 110. 202.	7-310		
3	Mon						
4	Tue	TR	AVEL ORD	ER NO. 2023	3-311		
5	Wed						
6	Thu						
7	Fri						
8	Sat		HOI	LIDAY			
9	Sun						
10	Mon						
11	Tue	7:40 AM	12:10 PM	12:56 PM	17:40 PM		
12	Wed	7:33 AM	12:03 PM	12:41 PM	17:53 PM		
13	Thu	7:44 AM	12:06 PM	12:53 PM	3 PM 18:05 PM		
14	Fri	7:56 AM	12:09 PM	12:11 PM	17:45 PM		
15	Sat	,	TRAVEL OF	RDER NO. 3	23		
16	Sun						
17	Mon	7:23 AM	12:16 PM	12:51 PM	19:20 PM		
18	Tue	7:43 AM	12:05 PM	12:48 PM	17:46 PM		
19	Wed	7:51 AM	12:07 PM	12:56 PM	18:33 PM		
20	Thu	7:44 AM	12:06 PM	12:47 PM	17:59 PM		
21	Fri		HOI	LIDAY			
22	Sat						
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24	Mon] .	TD AMEL OI	DED NO 2	51		
25	Tue		I KA VEL UI	RDER NO. 3	31		No. of the last of
26	Wed						
27	Thu	7:59 AM	12:07 PM	12:10 PM	17:46 PM		
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TOTAL: hrs./min. & O.T. hrs.							0

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vork perfori	med, record	of which	was	made	duly	at the	time	of arriv	al and	l at
leparture fro	om office.			/ .						

Verified as to the prescribed office hours

LORMELYN E. CLAUDIO, CESO IV



DAILY TIME RECORD ALAN L. VALLE

Name

for the month of APRIL 2023

	D 4	A	M	Р	PM	UND	ERTIME
,	Date	Start	End	Start	End	Hours	Minutes
1	Sat	тр	AVEL ORD	ED NO 202	2 210		
2	Sun	1K	A VEL OND	ER NO. 2023	5-310		
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11	Tue	7:40 AM	12:10 PM	12:56 PM	17:40 PM		
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14	Fri	7:56 AM	12:09 PM	12:11 PM	17:45 PM		
15	Sat	,	TRAVEL O	RDER NO. 3	23		
16	Sun						
17	Mon	7:23 AM	12:16 PM	12:51 PM	19:20 PM		
18	Tue	7:43 AM	12:05 PM	12:48 PM	17:46 PM		
19	Wed	7:51 AM	12:07 PM	12:56 PM	18:33 PM		
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TOT	AL:	hrs./min.	&(D.T. hrs			0

I CERTIFY on my honor that the	above is a true and correct re	eport if the hours of
work performed, record of which	was made duly at the time	of arrival and at
departure from office.		

Verified as to the prescribed office hours

LORMELYN E. CLAUDIO, CESO IV



DAILY TIME RECORD ALAN L. VALLE

Name

for the month of APRIL 2023

T	Data	A	UNDERTIME				
1	Date	Start	End	Start	End	Hours	Minutes
1	Sat	TR	AVEL ORD	ER NO. 2023	2_310		
2	Sun	110	AVELORD	LK 140. 202.	J-310		
3	Mon						
4	Tue	TR	AVEL ORD	ER NO. 2023	3-311		
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6	Thu						
7	Fri						
8	Sat		HOI	LIDAY			
9	Sun						
10	Mon						
11	Tue	7:40 AM	12:10 PM	12:56 PM	17:40 PM		
12	Wed	7:33 AM	12:03 PM	12:41 PM	17:53 PM		
13	Thu	7:44 AM	12:06 PM	12:53 PM	18:05 PM		
14	Fri	7:56 AM	12:09 PM	12:11 PM	17:45 PM		
15	Sat	,	TRAVEL ORDER NO. 323				
16	Sun						
17	Mon	7:23 AM	12:16 PM	12:51 PM	19:20 PM		
18	Tue	7:43 AM	12:05 PM	12:48 PM	12:48 PM 17:46 PM		
19	Wed	7:51 AM	12:07 PM	12:56 PM	18:33 PM		
20	Thu	7:44 AM	12:06 PM	12:47 PM	17:59 PM		
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I CERTIFY on my honor that the above is a true and co	rrect report if the hours of
work performed, record of which was made duly at the	he time of arrival and at
departure from office.	

Verified as to the prescribed office hours

LORMELYN E. CLAUDIO, CESO IV



DAILY TIME RECORD ALAN L. VALLE

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for the month of APRIL 2023

1	Dodo	A	M	P	M	UND	ERTIME
,	Date	Start	End	Start	End	Hours	Minutes
1	Sat	ТР	AVEL OPD	ER NO. 2023	2 210		
2	Sun	l IK	AVEL OND	EK NO. 202.	J-310		
3	Mon						
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15	Sat	,	TRAVEL O	RDER NO. 3	23		
16	Sun						
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v	ork performed,	record of	f which wa	s ma d e	duly at	the time	of arrival	and at
le	eparture from of	ffice.						

Verified as to the prescribed office hours

LORMELYN E. CLAUDIO, CESO IV





DAILY TIME RECORD ALAN L. VALLE

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	Data	A	M	Р	M	UND	UNDERTIME	
]	Date	Start	End	Start	End	Hours	Minutes	
1	Sat	ТР	AVEL ORD					
2	Sun	1 I K	AVELORD	EK NO. 202.	5-310			
3	Mon							
4	Tue	TR	AVEL ORD	ER NO. 2023	3-311			
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7	Fri							
8	Sat		HOI	LIDAY				
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15	Sat	,	TRAVEL O	RDER NO. 3	23			
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17	Mon	7:23 AM	12:16 PM	12:51 PM	19:20 PM			
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19	Wed	7:51 AM	12:07 PM	12:56 PM	18:33 PM			
20	Thu	7:44 AM	12:06 PM	12:47 PM	17:59 PM			
21	Fri		HOI	LIDAY				
22	Sat							
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24	Mon] .	TRAVELO	RDER NO. 3	51			
25	Tue		INAVELU	NDEK NO. 3	31			
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27	Thu	7:59 AM	7:59 AM 12:07 PM 12:10 PM 17:46 PM					
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vork perform	ed, record of wh	nich was made a	luly at the time	of arrival and at
leparture fron	office.			

Verified as to the prescribed office hours

LORMELYN E. CLAUDIO, CESO IV



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. 2023 - 3/7.

POSITION: OIC-PENR Officer DEPARTURE DATE: March 29, 2023 DEPARTURE DATE: March 29, 2023 Calapan City, Naujan, Pola, Pinamalayan, Gloria, Arrival Date: April 2, 2023 Bongabong, Roxas, Mansalay, Bulalacao Oriental Mindoro PURPOSE OF TRAVEL: To conduct NGP site visit/ To attend meeting/monitoring and coordination with Task Force Oilspill, PCG and DSWD regarding Cash for Work Program for the affected Brgys./Monitoring on the production of spill booms/ To assist Director Fontanilla and company Per Diems/Expenses Allowed: Assistants or Laborers Allowed: Appropriations to which travel should be charged: Remarks or special instructions: 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: DONNA MAYOR- GORDOVE, CESO IV Assistant Regional Directior for Management Services AUTHORIZATION	NAME:	ALAN L.		43	Salary:		
DESTINATION: Calapan City, Naujan, Pola, Pinamalayan, Gloria, Arrival Date: April 2, 2023 Bongabong, Roxas, Mansalay, Bulalacao Oriental Mindoro PURPOSE OF TRAVEL: To conduct NGP site visit/ To attend meeting/monitoring and coordination with Task Force Oilspill, PCG and DSWD regarding Cash for Work Program for the affected Brays / Monitoring on the production of spill booms/ To assist Director Fontanilla and company Per Diems/Expenses Allowed: Assistants or Laborers Allowed: Appropriations to which travel should be charged: Remarks or special instructions: 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: LORMELYN E. CLAUDIO, CESO IV Assistant Regional Direction for Management Services	POSITION:	OIC-PENR	Officer		Div./Sec./Unit:	Office of the PENRO	
Bongabong, Roxas, Mansalay, Bulalacao Oriental Mindoro PURPOSE OF TRAVEL: To conduct NGP site visit/ To attend meeting/monitoring and coordination with Task Force Oilspill, PCG and DSWD regarding Cash for Work Program for the affected Brays./Monitoring on the production of spill booms/ To assist Director Fontanilla and company Per Diems/Expenses Allowed: Assistants or Laborers Allowed: Appropriations to which travel should be charged: Remarks or special instructions: 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: DONNA MAYOR- GORDOVE, CESO IV Assistant Regional Directior for Management Services	DEPARTURE	DATE:	March 29, 2023	•11.	Official Station: E	ENR Office	
PCG and DSWD regarding Cash for Work Program for the affected Brgys./Monitoring on the production of spill booms/ To assist Director Fontanilla and company 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, CESO IV Assistant Regional Direction for Management Services Approved Expenses Allowed: LORMELYN E. CLAUDIO, CESO IV Regional Executive Director	DESTINATIO	ON:	Bongabong, Roxas, Mansa		a, Arrival Date : <u>Ap</u>	ril 2, 2023	
Per Diems/Expenses Allowed: Assistants or Laborers Allowed: Appropriations to which travel should be charged: Remarks or special instructions: This is to certify that the travel is necessaryand is connected with the functions of the official/ employees of this Div./Sec./Unit Recommending Approval: Approved by: DONNA MAYOR- GORDOVE, CESO IV Assistant Regional Direction for Management Services Assistant Regional Executive Director for Management Services	PURPOSE OF TRAVEL:		To conduct NGP site visit,	/ To attend meeting/	monitoring and coor	dination with Task Force Oils	oill,
Assistants or Laborers Allowed: Appropriations to which travel should be charged: Remarks or special instructions: 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, CESO IV Assistant Regional Direction for Management Services Approved Executive Director for Management Services							
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Appropriations to which travel should be charged: Remarks or special instructions: 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, CESO IV Assistant Regional Direction for Management Services LORMELYN E. CLAUDIO, CESO IV Regional Executive Director							
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, CESO IV Assistant Regional Direction for Management Services LORMELYN E. CLAUDIO, CESO IV Regional Executive Director			The second secon		от на применя на		
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: DONNA MAYOR- GORDOVE, CESO IV Assistant Regional Direction for Management Services This is to certify that the travel is necessary and is connected with the functions of the official/ employees of this Div./Sec./Unit LORMELYN E. CLAUDIO, CESO IV Regional Executive Director							
Div./Sec./Unit Recommending Approval: Approved by: DONNA MAYOR- GORDOVE, CESO IV Assistant Regional Directior for Management Services Approved by: LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				H.			
DONNA MAYOR- GORDOVE, CESO IV Assistant Regional Directior for Management Services LORMELYN E. CLAUDIO, CESO IV Regional Executive Director			ertify that the travel is ne	cessary and is com	nected with the fur	octions of the official/ employ	yees of this
DONNA MAYOR- GORDOVE, CESO IV Assistant Regional Directior for Management Services LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				*1			
Assistant Regional Direction Regional Executive Director for Management Services	Recommendin	g Approval:		Approved by:			
Assistant Regional Direction Regional Executive Director for Management Services			*	****			
Assistant Regional Direction Regional Executive Director for Management Services					il		
Assistant Regional Direction Regional Executive Director for Management Services	DONNA	MAYOR-	GORDOVE, CESO IV	-14	LORMELYNE	CLAUDIO CESO IV	
		Assistant Re	gional Directior	٧,			
				AUTHORIZAT	TION		

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 LANDINGE 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. 2023 - 3/1

				1/1		
NAME: ALAN L. VALLE				Salary:		
POSITION: OIC-PENE				Div./Sec./Unit:	Office of the PENRO	
	Activities with the state of the control of the con	April 3, 2023		Official Station: P	ENR Office	
DESTINATIO	N:	MIMAROPA Region		Arrival Date : Ap	ril 5, 2023	
PURPOSE OF	TRAVEL:	To report and attend meet	ing at the Regional C	ffice/ To submit do	cuments	
					*	
Per Diems/Exp	penses Allow	red:				
Assistants or I	aborers Allo	owed :				
Appropriation	s to which tr	avel should be charged :			£.	
Remarks or sp	ecial instruct	tions:				
Certifications						
		ertify that the travel is ne	cessary and is conn	ected with the fur	nctions of the official/ em	ployees of thi
Div./Sec./Unit						
Recommendin	g Approval:		Approved by:			
				L		
DONNA	MAYOR-	GORDOVE, CESO IV		LORMELYN E.	CLAUDIO, CESO IV	

Assistant Regional Direction for Management Services

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.

Official Employee



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

NAME

ALAN L. VALLE

POSITION

OIC-PENR Officer

DEPARTURE DATE DESTINATION

April 15, 2023

Pola Oriental Mindoro

Div Sec Unit

Office of the PENRO

Official Station PENR Office

Arnyal Date April 15, 2023

PURPOSE OF TRAVEL To attend/assist on the visit of President Marcos on the Odspill affected municipality

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 their Div/Sec/Unit

Recommending Approval

Approved by

DONNA MAYOR- GOR DOVE, CESO IV

Assistant Regiona Direction for Management Services

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the policial dated cash advance from salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-4814 dated November 28 are this travel within twenty (20) days upon return to my parmanent official



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

TRAVEL ORDER

APR 20 2023

NAME POSITION ALAN L. VALLE

OIC PENR Officer

DEPARTURE DATE

April 23, 2023

DESTINATION

Batangas City

Div /Sec /Unit

Office of the PENRO

Official Station PENR Office

Arrival Date April 26, 2023

PURPOSE OF TRAVEL To attend VIP MPAN and LEN 4th and 3rd Management Board Meeting

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- GOODOVE, CESO IV

Assistant Regional Direction 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 an 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

Opinial Employee