

DAILY TIME RECORD

ALAN L. VALLE

Name

for the month of APRIL 2023

**DENR MIMAROPA
RECORDS SECTION
RECEIVED**

MAY 05 2023

☐ INCOMING ☐ OUTGOING _____

BY: _____ DATES NO. _____

TIME: _____

Date		AM		PM		UNDERTIME	
		Start	End	Start	End	Hours	Minutes
1	Sat	TRAVEL ORDER NO. 2023-310					
2	Sun						
3	Mon	TRAVEL ORDER NO. 2023-311					
4	Tue						
5	Wed						
6	Thu	HOLIDAY					
7	Fri						
8	Sat						
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	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	HOLIDAY					
22	Sat						
23	Sun	TRAVEL ORDER NO. 351					
24	Mon						
25	Tue						
26	Wed						
27	Thu	7:59 AM	12:07 PM	12:10 PM	17:46 PM		
28	Fri	7:44 AM	12:18 PM	13:00 PM	17:53 PM		
29	Sat						
30	Sun						

TOTAL: _____ hrs./min. & _____ 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

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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

T R A V E L O R D E R

No. 2023-317

NAME: ALAN L. VALLE Salary: _____
POSITION: OIC-PENR Officer Div./Sec./Unit: Office of the PENRO
DEPARTURE DATE: March 29, 2023 Official Station: PENR Office
DESTINATION: Calapan City, Naujan, Pola, Pinamalayan, Gloria, Bongabong, Roxas, Mansalay, Bulalacao Arrival Date: April 2, 2023
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 : _____

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 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 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. 2023-311

NAME: ALAN L. VALLE
POSITION: OIC-PENR Officer
DEPARTURE DATE: April 3, 2023
DESTINATION: MIMAROPA Region

Salary: _____
Div./Sec./Unit: Office of the PENRO
Official Station: PENR Office
Arrival Date: April 5, 2023

PURPOSE OF TRAVEL: To report and attend meeting at the Regional Office/ To submit documents

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 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 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. **523**

NAME ALAN L. VALLE
POSITION OIC-PENR Officer
DEPARTURE DATE April 15, 2023
DESTINATION Pola, Oriental Mindoro

Salary _____
Div./Sec./Unit Office of the PENRO
Official Station PENR Office
Arrival Date April 15, 2023

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

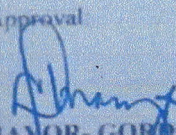
Per Diems/Expenses Allowed _____
Assistants or Laborers Allowed _____
Appropriations to which travel should be charged _____
Remarks or special instructions _____


Certifications :

This is to certify that the travel is necessary and is connected with the functions of the official employees of this
Div./Sec./Unit _____

Recommending Approval


Approved by

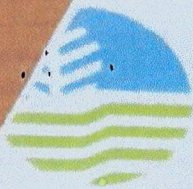

DONNA MAYOR- GORDOVE, CESO IV
Assistant Regional Director
for Management Services


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 my salary for my failure to station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012, at the time of 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. **351** *ps*

APR 20 2023

NAME ALAN L. VALLE
POSITION OIC, PENR Officer
DEPARTURE DATE April 23, 2023
DESTINATION Batangas City

ps
Salary
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:

[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