

Sir Monick  
Perkins T.

Civil Service Form No. 48

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Provincial Environment and Natural Resources Office

Brgy. Suqui, Calapan City, Oriental Mindoro

**DAILY TIME RECORD**

**FRANCES MARGARETTE A. MENDOZA**

NAME

For the month of April 2023

DAY		A.M.		P.M.		UNDERTIME	
		Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Sat						
2	Sun						
3	Mo	07:53	12:09	12:52	17:16		
4	Tue	SICK LEAVE					
5	We	07:58	12:02	MC No. 16			
6	Thu	Maundy Thursday					
7	Fri	Good Friday					
8	Sat						
9	Sun						
10	Mo	Proclamation No. 90 s. 2022					
11	Tue	09:55	12:02	12:52	17:12	1	55
12	We	09:16	12:04	12:49	17:28	1	16
13	Thu	SICK LEAVE					
14	Fri	07:58	12:00	12:47	17:05		
15	Sat	Travel Order No. 2023-427					
16	Sun						
17	Mo	08:27	12:07	12:51	17:17		27
18	Tue	07:55	12:03	12:54	17:18		
19	We	OB RTC Br.39	12:46	17:16			
20	Thu	09:33	12:05	12:54	17:04	1	33
21	Fri	Proclamation No. 201 s. 2023					
22	Sat						
23	Sun						
24	Mo	OB RTC Br.39	12:44	17:10			
25	Tue	07:50	12:04	12:55	OB Provincial Prosecutor's Office		
26	We	10:17	12:01	12:55	17:15	2	17
27	Thu	Travel Order No. 2023-389					
28	Fri	SICK LEAVE					
29	Sat						
30	Sun						
						7 hours	28 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 I. VALLE**

OIC, PENRO

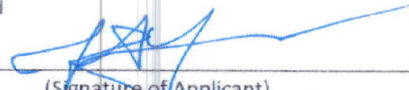


Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

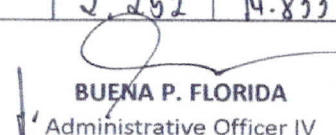

APPLICATION FOR LEAVE


1. OFFICE/DEPARTMENT <b>DENR MIMAROPA - Legal Division</b> (detailed in PENRO Oriental Mindoro)	2. NAME (Last) <b>Mendoza</b> (First) <b>Frances Margarete</b> (Middle) <b>Axalan</b>
3. DATE OF FILING <b>April 5, 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/IRR 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 (R.A. 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 (R.A. 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 (R.A. 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"/> Adoption Leave (R.A. 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>migraine</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> <b>one (1) day</b>  <b>INCLUSIVE DATES</b> <b>April 4, 2023</b>	<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 <b>March 31, 2023</b> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td><b>2.252</b></td><td><b>15.833</b></td></tr><tr><td>Less this application</td><td><b>—</b></td><td><b>1.000</b></td></tr><tr><td>Balance</td><td><b>2.252</b></td><td><b>14.833</b></td></tr></tbody></table>  <b>BUENA P. FLORIDA</b> Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	<b>2.252</b>	<b>15.833</b>	Less this application	<b>—</b>	<b>1.000</b>	Balance	<b>2.252</b>	<b>14.833</b>	<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	<b>2.252</b>	<b>15.833</b>											
Less this application	<b>—</b>	<b>1.000</b>											
Balance	<b>2.252</b>	<b>14.833</b>											

<b>7.C APPROVED FOR:</b> <input checked="" type="checkbox"/> days with pay <input type="checkbox"/> days without pay <input type="checkbox"/> others (Specify) _____	<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____   <b>ALAN L. VALLE</b> OIC, PENRO
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Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region



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>Axalan</b>
3. DATE OF FILING <b>April 14, 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/IRR 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 (R.A. 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 (R.A. 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 (R.A. 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"/> Adoption Leave (R.A. 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>migraine</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> <b>one (1) day</b>  <b>INCLUSIVE DATES</b> <b>April 13, 2023</b>	<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 <b>April 5, 2023</b> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td><b>2.252</b></td><td><b>14.833</b></td></tr><tr><td>Less this application</td><td><b>—</b></td><td><b>1.000</b></td></tr><tr><td>Balance</td><td><b>2.252</b></td><td><b>13.833</b></td></tr></tbody></table> <b>BUENA P. FLORIDA</b> Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	<b>2.252</b>	<b>14.833</b>	Less this application	<b>—</b>	<b>1.000</b>	Balance	<b>2.252</b>	<b>13.833</b>	<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	<b>2.252</b>	<b>14.833</b>											
Less this application	<b>—</b>	<b>1.000</b>											
Balance	<b>2.252</b>	<b>13.833</b>											
<b>7.C APPROVED FOR:</b> <b>1</b> days with pay _____ days without pay _____ others (Specify) _____	<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____   <b>ALAN L. VALLE</b> OIC, PENRO												



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

TRAVEL ORDER  
No. 2023-4270

NAME: Frances Margarette A. Mendoza Salary: \_\_\_\_\_  
POSITION: Attorney III Div./Sec./Unit: Legal Division  
DEPARTURE DATE: April 15, 2023 Official Station: PENRO Calapan City  
DESTINATION: Pola, Oriental Mindoro Arrival Date: April 15, 2023

PURPOSE OF TRAVEL: 1. To participate in the visit of DENR Secretary Loyzaga at Pola, Oriental Mindoro re: ongoing activities and operations on the oil spill incident

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



Republic of the Philippines  
**Department of Environment and Natural Resources**  
MIMAROPA REGION  
**Provincial Environment and Natural Resources Office**  
Ilang-Ilang St. Suqui, Calapan City, Oriental Mindoro  
Telephone Nos. (043) 288-7442, Tele fax: 288-6006  
E-mail address: [penro\\_orientalmin@yahoo.com](mailto:penro_orientalmin@yahoo.com)

**OFFICE PASS SLIP**

23-04-38

April 19, 2023

Date

Name of Employee : Atty. Frances Margarette A. Mendoza  
Time Out : \_\_\_\_\_ Time In: 12:00 pm  
PURPOSE : To accompany Chief Atty. Gandhi Flores in the hearing

<input checked="" type="checkbox"/>	Official
<input type="checkbox"/>	Personal

DESTINATION : Regional Trial Court Calapan, Branch 39

Murcia  
Officer of the Day

APPROVED:

MARICEL V. SUPLEO  
Chief, Management Services Division

This is to certify that Atty. Frances Margarette A. Mendoza stationed at DENR-PENRO Calapan City personally appeared in this office, Regional Trial Court Calapan, Branch 39.

19 Apr 2023

Date

RONNEL A. DEINLA  
Signature over Printed Name

1. Pass Slip must be prepared in duplicate.
2. Original copy to be submitted by the employee to the Personnel Division upon return to the Office after the Time In has been attested by the frontliner on duty.
3. Duplicate copy to be attach on the Daily Time Record.





Republic of the Philippines  
**Department of Environment and Natural Resources**  
MIMAROPA REGION  
**Provincial Environment and Natural Resources Office**  
Ilang-Ilang St. Suqui, Calapan City, Oriental Mindoro  
Telephone Nos. (043) 288-7442; Tele fax: 288-6006  
E-mail address: penro\_orientalmin@yahoo.com

**OFFICE PASS SLIP**

**23-04-46**

April 24, 2023

Date

Name of Employee : Atty. Frances Margarette A. Mendoza  
Time Out : Time In: 12:44 pm  
PURPOSE : To accompany Chief Atty. Gandhi Flores in the hearing

<input checked="checked" type="checkbox"/>	Official
<input type="checkbox"/>	Personal

DESTINATION : Regional Trial Court Calapan, Branch 39

Officer of the Day

APPROVED:

**MARICEL V. SUPLEO**  
Chief, Management Services Division

This is to certify that Atty. Frances Margarette A. Mendoza stationed at DENR-PENRO Calapan City personally appeared in this office, Regional Trial Court Calapan, Branch 39.

**24 APR 2023**

Date

**ROXNEL A. DEINLA**

Signature over Printed Name

1. Pass Slip must be prepared in duplicate.
2. Original copy to be submitted by the employee to the Personnel Division upon return to the Office after the Time In has been attested by the frontliner on duty.
3. Duplicate copy to be attach on the Daily Time Record.



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E-mail address: [panro\\_orientalmin@yahoo.com](mailto:panro_orientalmin@yahoo.com)

**OFFICE PASS SLIP**  
**23-04-56**

April 25, 2023

Date

Name of Employee : Atty. Frances Margarette A. Mendoza


Time Out : 3:57pm Time In: \_\_\_\_\_

PURPOSE : To obtain Authority to Prosecute Specific Case/s from the Provincial Prosecutor

<input checked="checked" type="checkbox"/>
<input type="checkbox"/>

Official
Personal

DESTINATION : Office of the Provincial Prosecutor


  
\_\_\_\_\_  
Officer of the Day

APPROVED:

  
\_\_\_\_\_  
MARICEL V. SUPLEO  
Chief, Management Services Division

This is to certify that Atty. Frances Margarette A. Mendoza stationed at DENR-PENRO Calapan City personally appeared in this office, Office of the Provincial Prosecutor.

April 25, 2023  
Date

  
\_\_\_\_\_  
Maria Elena A. Dela Santa  
Administrative Officer III

1. Pass Slip must be prepared in duplicate.
2. Original copy to be submitted by the employee to the Personnel Division upon return to the Office after the Time In has been attested by the frontliner on duty.
3. Duplicate copy to be attach on the Daily Time Record.



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

**TRAVEL ORDER**

No. 2023-389

NAME: Frances Margarette A. Mendoza  
POSITION: Attorney III  
DEPARTURE DATE: April 27, 2023  
DESTINATION: Regional Trial Court, Branch 43  
Roxas, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Legal Division  
Official Station: PENRO Calapan City  
Arrival Date: April 27, 2023

PURPOSE OF TRAVEL: 1. To attend hearing in People vs. Albert Dit-ag, People vs. Richard Paclita and other environmental cases in Court's calendar

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





Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

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>Axalan</b>
3. DATE OF FILING <b>May 3, 2023</b>	4. POSITION <b>Attorney III</b> 5. SALARY <b>SG 21</b>

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☒ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)  
☐ Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended)  
☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004)  
☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ 10-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005)  
☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ 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 amended)  
☐ Adoption Leave (RA No. 8552)

Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines  
☐ Abroad (Specify) \_\_\_\_\_

In case of Sick Leave:

- ☐ In Hospital (Specify Illness) \_\_\_\_\_  
☒ Out Patient (Specify Illness) **chest pain (April 28)**  
**acid reflux (May 2)**

In Case of Special Leave Benefits for Women:

- ☐ (Specify Illness) \_\_\_\_\_

In case of Study Leave:

- ☐ Completion of Master's Degree  
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR  
**two (2) days**

INCLUSIVE DATES

**April 28 & May 2, 2023**

6.D COMMUTATION

- ☒ Not Requested  
☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **April 14, 2023**

	Vacation Leave	Sick Leave
Total Earned	2.252	13.833
Less this application	-	2.000
Balance	2.252	11.833

**BUENA P. FLORIDA**

Administrative Officer IV

7.B RECOMMENDATION

- ☐ For approval  
☐ For disapproval due to \_\_\_\_\_

**MARICEL V. SUPLEO**

Chief, Management Services Division

7.C APPROVED FOR:

**2** days with pay  
\_\_\_\_\_ days without pay  
\_\_\_\_\_ others (Specify)

7.D DISAPPROVED DUE TO:

**ALAN L. VALLE**

OIC, PENRO