

DAILY TIME RECORD

Catalan, Antonie Feny V.
(Name)

For the month of: **December 2024**

Official hours of arrival (Regular days: 8:00am - 12:00pm)
and departure (Saturdays: 1:00pm - 5:00pm)

Day	AM		PM		Under Time	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	S	u	n	d	a	y
2	7:38 AM	12:05 PM	12:05 PM	5:04 PM		
3						
4	} T0# R13-2024-12-0609					
5						
6						
7	S	a	t	u	r	d
8	S	u	n	d	a	y
9	LEAVE					
10	8:57 AM	12:33 PM	12:33 PM	6:00 PM		
11	8:45 AM	12:10 PM	12:10 PM	5:46 PM		
12	8:57 AM	12:00 PM	12:00 PM	6:01 PM		
13	8:48 AM	12:35 PM	12:36 PM	5:06 PM		
14	S	a	t	u	r	d
15	S	u	n	d	a	y
16	7:38 AM	12:00 PM	12:59 PM	5:11 PM		
17	8:57 AM	12:40	12:41 PM	5:32 PM		
18	8:05 AM	12:41	12:42	8:36 PM		
19	T0# R13-12-26078-2024					
20	T0# R13-2024-12-3489					
21	S	a	t	u	r	d
22	S	u	n	d	a	y
23	H	H	H	H		
24	H	H	H	H		
25	H	H	H	H		
26	8:25 AM	12:00	12:01	6:22 PM		
27	LEAVE					
28	S	a	t	u	r	d
29	S	u	n	d	a	y
30	H	H	H	H		
31	H	H	H	H		

[T]-Travel [L]-Leave [H]-Holiday [OB]- Official Business

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

Catalan, Antonie Feny V.

Verified as to the prescribed office hours.

FOR: MARY KATHLEEN P. PO
CHIEF, PLANNING AND MGT. DIV.

DAILY TIME RECORD

Catalan, Antonie Feny V.
(Name)

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and departure (Saturdays: 1:00pm - 5:00pm)

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1	S	u	n	d	a	y
2	7:38 AM	12:05 PM	12:05 PM	5:04 PM		
3						
4	} T0# R13-2024-12-01009					
5						
6						
7	S	a	t	u	r	d
8	S	u	n	d	a	y
9	LEAVE					
10	8:57 AM	12:33 PM	12:33 PM	6:00 PM		
11	8:45 AM	12:10 PM	12:10 PM	5:46 PM		
12	8:57 AM	12:00 PM	12:00 PM	6:01 PM		
13	8:48 AM	12:35 PM	12:36 PM	5:06 PM		
14	S	a	t	u	r	d
15	S	u	n	d	a	y
16	7:38 AM	12:00 PM	12:59 PM	5:11 PM		
17	8:57 AM	12:40	12:41 PM	5:32 PM		
18	8:05 AM	12:41	12:42	8:36 PM		
19	T0# R13-12-26078-2024					
20	T0# R13-2024-12-3489					
21	S	a	t	u	r	d
22	S	u	n	d	a	y
23	H	H	H	H		
24	H	H	H	H		
25	H	H	H	H		
26	8:25 AM	12:00	12:01	6:22 PM		
27	LEAVE					
28	S	a	t	u	r	d
29	S	u	n	d	a	y
30	H	H	H	H		
31	H	H	H	H		

[T]-Travel [L]-Leave [H]-Holiday [OB]- Official Business

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

Catalan, Antonie Feny V.

Verified as to the prescribed office hours.

FOR: MARY KATHLEEN P. PO
CHIEF, PLANNING AND MGT. DIV.

Department of Environment & Natural Resources

Barangay Ambago, Butuan City
Contact Nos. 085 3412704 / 8152277

Name : **Anthony Feny V. Catalan**
Position : **Forest Ranger**
Month of : **December, 2024**

Day	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	Hrs.	Mins.
02	7:38 AM		7:38 AM	12:05 PM	12:05 PM	5:04 PM											9	26
10	8:57 AM	12:33 PM	12:33 PM	6:00 PM													9	3
11	8:45 AM	12:10 PM	12:10 PM	5:46 PM													9	1
12	8:57 AM	12:00 PM	12:00 PM	5:33 PM		6:01 PM											8	36
13	8:48 AM	12:35 PM	12:36 PM	5:06 PM													8	17
16	7:38 AM	12:00 PM	12:59 PM	5:11 PM													4	12
17	8:57 AM	12:41 PM	12:43 PM		5:32 PM													
18	8:05 AM	8:36 PM															12	31
19																		
26	8:25 AM	6:22 PM															9	57
Total Hours Worked																	71	3

Anthony Feny V. Catalan

Signature of Employee

Immediate Supervisor



Republic of the Philippines
Department of Environment and Natural Resources
Caraga Region



DF: December 3, 2024

TRAVEL ORDER

(No. R13 2024-12-01609)

Name: Anthonie Feny V. Catalan

Salary:

Position: FOREST RANGER

Div./Sec./Unit: RICTU

Departure Date: DECEMBER 3, 2024

Official Station: REGIONAL OFFICE

Destination: TALACOGON

Arrival Date: DECEMBER 7, 2024

Purpose of Travel: CONDUCT LAWIN FOOT PATROL

Per Diems/Expense Allowed: _____

Company/Assistant/Laborers: _____

Appropriations to which travel should be charged: _____

Remarks of Special Instructions: _____

CERTIFICATION

This is to certify that the travel is necessary and is connected with the functions of the official/employee and this Div./Sec./Units.

Recommending Approval:

Approved by:

MARY KATHLEEN P. PO
Chief Planning and Management Division

ATTY. CLAUDIO A. NISTAL, JR.
OIC. ARD for Management Services

DA: December 10, 2024

AUTHORIZATION

I hereby authorize the account to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997, and Sec. 16 EO No. 248 dated May 29, 1995.

ANTHONIE FENY V. CATALAN

This is an official travel order approved electronically and generated from the DENR Caraga Online Travel Order System (OTOS). No original signature is required.



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN
CENRO Talacogon



CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Mr./Mrs./Miss Anthony Fery V. Catalan who is an employee of Regional Office has personally appeared in the _____.

PURPOSE: Conduct Lawin Fast Patrol

INCLUSIVE DATES: Dec. 3, Dec. 7 2024

It is further certified that during the visit/stay of the above name, this office provided the following:

Check the Appropriate Box	Particulars	Inclusive Dates
<input checked="" type="checkbox"/>	Did not provide hotel/ lodging, food & meals	
<input type="checkbox"/>	Provided hotel/lodging accommodation	
<input type="checkbox"/>	Meals:	
<input type="checkbox"/>	• Breakfast	
<input type="checkbox"/>	• Lunch	
<input type="checkbox"/>	• Dinner	

This certification is issued upon request of Mr./Mrs./Miss _____ in compliance with the standing regulation provided for under EO No. 77, s. 2019 for the purpose of establishing the evidence and duration of his appearance thereat, the truth of which is hereby vouchsafed and guaranteed by the undersigned.

Place of Execution: Dec. 3, 2024
Date of Execution: _____
Control No. 2024- 12-221


VINCE A. ESTOPITO
CENR Officer



Republic of the Philippines
Department of Environment and Natural Resources
Caraga Region



DF: December 16, 2024

TRAVEL ORDER

(No. R13 2024-12-026078)

Name: Anthonie Feny V. Catalan

Salary:

Position: FOREST RANGER

Div./Sec./Unit: RICTU

Departure Date: DECEMBER 19, 2024

Official Station: REGIONAL OFFICE

Arrival Date: DECEMBER 19, 2024

Destination: AGUSAN DEL SUR

Purpose of Travel: TO FACILITATE THE DEPLOYMENT, ORIENTATION AND ACTUAL APPLICATIONS OF THE LUMBER DEALERS APPLICANT OF THE ONLINE LUMBER DEALER PERMITTING AND MONITORING SYSTEM (O-LDPMS) IN AGUSAN DEL SUR, IN ACCORDANCE WITH THE DESIGNATED ROLES AND RESPONSIBILITIES.

Per Diems/Expense Allowed: _____

Company/Assistant/Laborers: _____

Appropriations to which travel should be charged: _____

Remarks of Special Instructions: _____

CERTIFICATION

This is to certify that the travel is necessary and is connected with the functions of the official/employee and this Div./Sec./Units.

Recommending Approval:

MARY KATHLEEN P. PO
Chief Planning and Management Division

Approved by:

ATTY. CLAUDIO A. NISTAL, JR.
OIC, ARD for Management Services

DA: December 19, 2024

AUTHORIZATION

I hereby authorize the account to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997, and Sec. 16 EO No. 248 dated May 29, 1995.

ANTHONIE FENY V. CATALAN

This is an official travel order approved electronically and generated from the DENR Caraga Online Travel Order System (OTOS). No original signature is required.



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN
PENRO Agusan del Sur



CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Mr./Mrs./Miss Anthony Fay V. Catalan who is an employee of Regional Office has personally appeared in the _____

PURPOSE: Equitable the deployment of OLDP/IS System of
Urban Water Permitting and Monitoring System

INCLUSIVE DATES: _____

It is further certified that during the visit/stay of the above name, this office provided the following:

Check the Appropriate Box	Particulars	Inclusive Dates
<input checked="" type="checkbox"/>	Did not provide hotel/ lodging, food & meals	
<input type="checkbox"/>	Provided hotel/lodging accommodation	
<input type="checkbox"/>	Meals:	
<input type="checkbox"/>	• Breakfast	
<input type="checkbox"/>	• Lunch	
<input type="checkbox"/>	• Dinner	

This certification is issued upon request of Mr./Mrs./Miss _____ in compliance with the standing regulation provided for under EO No. 77, s. 2019 for the purpose of establishing the evidence and duration of his appearance thereat, the truth of which is hereby vouchsafed and guaranteed by the undersigned.

Place of Execution: _____

Date of Execution: _____

Control No. 2024: 12-299

NORMAN A. ASUGAN
OIC, PENR Officer



Republic of the Philippines
Department of Environment and Natural Resources
Caraga Region



DF: December 20, 2024

TRAVEL ORDER

(No. R13 2024-12-03484)

Name: Anthonie Feny V. Catalan

Salary:

Position: FOREST RANGER

Div./Sec./Unit: RICTU

Departure Date: DECEMBER 20, 2024

Official Station: REGIONAL OFFICE

Arrival Date: DECEMBER 21, 2024

Destination: CLAVERIA, MISAMIS ORIENTAL

Purpose of Travel: TO ATTEND THE CONDUCT OF 2 DAYS OPERATIONAL ASSESSMENT OF DENR CARAGA PLANNING MANAGEMENT

Per Diems/Expense Allowed: _____

Company/Assistant/Laborers: _____

Appropriations to which travel should be charged: _____

Remarks of Special Instructions: _____

CERTIFICATION

This is to certify that the travel is necessary and is connected with the functions of the official/employee and this Div./Sec./Units.

Recommending Approval:

MARY KATHLEEN P. PO
Chief PLanning and Management Division

Approved by:

ATTY. CLAUDIO A. NISTAL, JR.
OIC, ARD for Management Services

DA: December 20, 2024

AUTHORIZATION

I hereby authorize the account to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997, and Sec. 16 EO No. 248 dated May 29, 1995.

ANTHONIE FENY V. CATALAN

This is an official travel order approved electronically and generated from the DENR Caraga Online Travel Order System (OTOS). No original signature is required.



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
CARAGA REGION, Ambago, Butuan City



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PLANNING & MANAGEMENT DIVISION	2. NAME : (Last) CATALAN , (First) ANTHONIE FENY (Middle) V.
3. DATE OF FILING <u>Dec. 27, 2024</u>	4. POSITION <u>FOREST RANGER</u> 5. SALARY <u>16,586--</u>

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)
- ☐ Probationary 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 (R.A. 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) _____

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

1 Day

INCLUSIVE DATES

Dec. 27, 2024

6.D COMMUTATION

- ☐ Not Requested
- ☒ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of Nov. 30, 2024

	Vacation Leave	Sick Leave
Total Earned	<u>24.785</u>	<u>70</u>
Less this application	<u>-1</u>	<u>70</u>
Balance	<u>23.785</u>	<u>70</u>

ANALIZA L. LUENGAS

(Authorized Officer)

7.B RECOMMENDATION

- ☒ For approval
- ☐ For disapproval due to _____

MARY KATHLEEN P. PO

(Authorized Officer)

7.C APPROVED FOR:

11 days with pay
____ days without pay
____ others (Specify)

7.D DISAPPROVED DUE TO:

ATTY. CLAUDIO A. NISTAL, JR.

(Authorized Official)



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
CARAGA REGION, Ambago, Butuan City



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PLANNING & MANAGEMENT DIVISION	2. NAME : (Last) CATALAN , (First) ANTHONIE FENY (Middle) V.
3. DATE OF FILING DEC. 10, 2024	4. POSITION FOREST RANGER 5. SALARY 14,800.00

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)
- ☐ Maternity 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)
- ☐ 3-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 (R.A. 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)

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

1 DAY

INCLUSIVE DATES
DECEMBER 9, 2024

6.D COMMUTATION

- ☐ Not Requested
- ☒ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of 10/10/2024

	Vacation Leave	Sick Leave
Total Earned	24.785	21
Less this application		-1
Balance	24.785	20

ANALIZA L. LUENGAS
(Authorized Officer)

7.B RECOMMENDATION

- ☒ For approval
- ☐ For disapproval due to

MARY KATHLEEN P. PO
(Authorized Officer)

7.C APPROVED FOR:

15 days with pay
days without pay
others (Specify)

7.D DISAPPROVED DUE TO:

ATTY. CLAUDIO A. NISTAL, JR.
(Authorized Official)