

DAILY TIME RECORD

Catalan, Anthonie 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		UnderTime			
	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								
5								
6								
7	S	a	t	u	r	d	a	y
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	a	y
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	5:30			
19	TOT#	R13	-12-	26078	-2024			
20	TOT#	R13	-2024	-12-	3489			
21	S	a	t	u	r	d	a	y
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	a	y
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, Anthonie Feny V.

Verified as to the prescribed office hours.

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

DAILY TIME RECORD

Catalan, Anthonie 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)

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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								
5								
6								
7	S	a	t	u	r	d	a	y
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	a	y
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	5:30			
19	TOT#	R13	-12-	26078	-2024			
20	TOT#	R13	-2024	-12-	3489			
21	S	a	t	u	r	d	a	y
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	a	y
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, Anthonie 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 : **Anthonie Feny V. Catalan**
Position : **Forest Ranger**
Month of : **December, 2024**

Day	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									12	31
18	8:05 AM	8:36 PM												
19														
26	8:25 AM	6:22 PM											9	57
												Total Hours Worked	71	3

Anthonie Feny V. Catalan
Signature of Employee

Immediates Supervisor

O



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



TRAVEL ORDER



DF: December 3, 2024

(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:

MARY KATHLEEN P. PO
Chief PLanning and Manangement Division

Approved by:

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 Anthonic Fay V. Catalan who is an employee of Regional Office has personally appeared in the _____.

PURPOSE: Conduct Lawn Cut 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 Antonice Fay V. Catalan who is an employee of Regional Office has personally appeared in the _____.

PURPOSE: Facilitate the deployment of OLDD/XLS System at Lumber dealers Planning 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 2. NAME : (Last) (First) (Middle)
PLANNING & MANAGEMENT DIVISION CATALAN , ANTHONIE FENY V.

3. DATE OF FILING Dec. 27, 2024 4. POSITION FOREST RANGER 5. SALARY 16,586 --

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)
- Manditory/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)
- 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

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	24.785	70
Less this application	-1	
Balance	23.785	70

ANALIZA L. LUENGAS

(Authorized Officer)

7.B RECOMMENDATION

- For approval
- For disapproval due to _____

MARY KATHLEEN P. PO

(Authorized Officer)

7.C APPROVED FOR:

- 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 : CATALAN , ANTHONIE FENY V.	(Last)	(First)	(Middle)
3. DATE OF FILING DEC. 10, 2024	4. POSITION FOREST RANGER	5. SALARY 16,557 -		

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> cation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> andatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> ck Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> aternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> aternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> pecial Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> olo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> udy Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> D-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> ehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> pecial Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> pecial Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> adoption Leave (R.A. No. 8552) Others: _____	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input checked="" 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 type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR 1 DAY INCLUSIVE DATES DECEMBER 9, 2024	6.D COMMUTATION <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of <u>Nov. 30, 2024</u> <table border="1"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>24.785</td><td>21</td></tr><tr><td>Less this application</td><td></td><td>-1</td></tr><tr><td>Balance</td><td>24.785</td><td>20</td></tr></table> ANALIZA L. LUENGAS (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned	24.785	21	Less this application		-1	Balance	24.785	20	7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ MARY KATHLEEN P. PO (Authorized Officer)
	Vacation Leave	Sick Leave											
Total Earned	24.785	21											
Less this application		-1											
Balance	24.785	20											
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)													