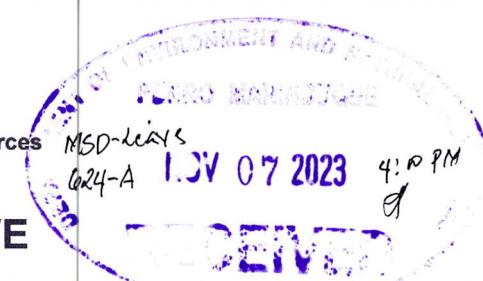




Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

1878



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENRO	2. NAME : (Last) DIAZ	(First) IMELDA	(Middle) MENDOZA												
3. DATE OF FILING Nov. 06, 2023	4. POSITION OIC - PENR Officer	5. SALARY RATE RECORDS SECTION RECEIVED DEC 19 2023													
6. DETAILS OF APPLICATION															
<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others:</p> <hr/>		<p>6.B DETAILS OF LEAVE</p> <p>In case of Vacation/Special Privilege Leave:</p> <p><input type="checkbox"/> Within the Philippines <input checked="" type="checkbox"/> INCOMING <input type="checkbox"/> OUTGOING</p> <p><input type="checkbox"/> Abroad (Specify) BY: <input type="checkbox"/> DATE: <input type="checkbox"/> TIME:</p> <p>In case of Sick Leave:</p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p>In case of Special Leave Benefits for Women:</p> <p>(Specify Illness) _____</p> <p>In case of Study Leave:</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>													
<p>6.C NUMBER OF WORKING DAYS APPLIED FOR one (1) day</p> <p>INCLUSIVE DATES November 03, 2023</p>		<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested <input type="checkbox"/> Requested</p> <p><i>[Signature of Applicant]</i></p>													
7. DETAILS OF ACTION ON APPLICATION															
<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of <u>Sept. 2023</u></p> <table border="1"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>55.792</td> <td>153.950</td> </tr> <tr> <td>Less this application</td> <td></td> <td>1.00</td> </tr> <tr> <td>Balance</td> <td>55.792</td> <td>152.950</td> </tr> </table> <p><i>Eden Palacios</i> EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)</p>			Vacation Leave	Sick Leave	Total Earned	55.792	153.950	Less this application		1.00	Balance	55.792	152.950	<p>7.B RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____</p> <p>DONNA MAYOR-GORDOVE ARD for Management Services (Authorized Officer)</p>	
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<p>7.C APPROVED FOR:</p> <p><input type="checkbox"/> days with pay <u>SL</u> <input type="checkbox"/> days without pay <input type="checkbox"/> others (Specify)</p>		<p>7.D DISAPPROVED DUE TO:</p> <hr/> <hr/> <hr/>													
<p>FELIX S. MIRASOL, JR., CESO IV OIC - Regional Executive Director</p>															



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENRO	2. NAME : (Last) DIAZ	(First) IMELDA
3. DATE OF FILING <u>Nov. 06, 2023</u>	4. POSITION <u>OIC - PENR Officer</u>	5. SALARY <u>P93,043.00</u>

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: <hr/></p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p>6.C NUMBER OF WORKING DAYS APPLIED FOR one (1) day</p> <p>INCLUSIVE DATES November 03, 2023</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: right;"> (Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of <u>Sept. 2023</u></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>55.792</td> <td>153.950</td> </tr> <tr> <td>Less this application</td> <td></td> <td>1.00</td> </tr> <tr> <td>Balance</td> <td>55.792</td> <td>152.950</td> </tr> </table> <p><i>SP</i> EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)</p>		Vacation Leave	Sick Leave	Total Earned	55.792	153.950	Less this application		1.00	Balance	55.792	152.950	<p>7.B RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____ _____ _____ _____</p> <p>DONNA MAYOR-GORDOVE ARD for Management Services (Authorized Officer)</p>
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