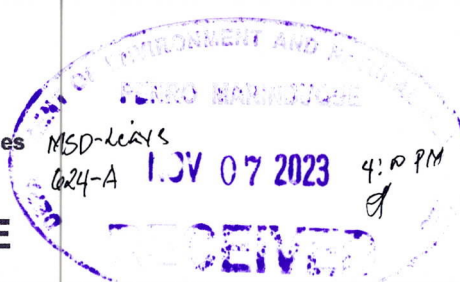




Republic of the Philippines  
Department of Environment and Natural Resources  
PENRO Marinduque

APPLICATION FOR LEAVE



1. OFFICE/DEPARTMENT **DENR-PENRO** 2. NAME : (Last) **DIAZ** (First) **IMELDA** (Middle) **MENDOZA**

3. DATE OF FILING **Nov. 06, 2023** 4. POSITION **OIC - PENR Officer**

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 (R.A. No. 8552)

Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

☐ Within the Philippines ☐ OUTGOING

☐ Abroad (Specify) BY: DATE NO. TIME:

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

**one (1) day**

INCLUSIVE DATES

**November 03, 2023**

6.D COMMUTATION

☐ Not Requested

☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **Sept. 2023**

	Vacation Leave	Sick Leave
Total Earned	55.792	153.950
Less this application		1.00
Balance	55.792	152.950

**Eden P. Palacios**  
EDEN P. PALACIOS

Administrative Officer IV (HRMO II)  
(Authorized Officer)

7.B RECOMMENDATION

☒ For approval

☐ For disapproval due to

**DONNA MAYOR-GORDOVE**

ARD for Management Services  
(Authorized Officer)

7.C APPROVED FOR:

**1** days with pay SL  
days without pay  
others (Specify)

7.D DISAPPROVED DUE TO:

**FELIX S. MIRASOL, JR., CESO IV**  
OIC - Regional Executive Director



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

## APPLICATION FOR LEAVE

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3. DATE OF FILING **Nov. 06, 2023** 4. POSITION **OIC - PENR Officer** 5. SALARY **P93,043.00**

### 6. DETAILS OF APPLICATION

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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

**one (1) day**

INCLUSIVE DATES

**November 03, 2023**

#### 6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

(Signature of Applicant)

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**EDEN P. PALACIOS**

Administrative Officer IV (HRMO II)  
(Authorized Officer)

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

**DONNA MAYOR-GORDOVE**

ARD for Management Services  
(Authorized Officer)

#### 7.C APPROVED FOR:

**1** days with pay **SL**

\_\_\_\_\_ days without pay

\_\_\_\_\_ others (Specify)

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**FELIX S. MIRASOL, JR., CESO IV**  
OIC - Regional Executive Director