



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA

December 19, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
1515 DENR By the Bay Building, Roxas Blvd.,
Brgy 668, Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR TRAVEL AUTHORITY**

Respectfully forwarding herewith is the request for the issuance of Travel Authority of Planning Officer III / PASu MCWS Arlene V. Francisco on April 2-8, 2023 to Singapore and Malaysia together with her pertinent documents.

For information and consideration.


ERNESTO E. TAÑADA

Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sablayan, Occidental Mindoro

MEMORANDUM

FOR : The OIC, PENR Officer
Mamburao, Occidental Mindoro

FROM : The CENR Officer

SUBJECT : REQUEST FOR TRAVEL AUTHORITY

This Office favorably endorses the application for travel authority of Planning Officer III Arlene V. Francisco as this will not incur expenses to the government and that her absence while on vacation will not hamper the normal operation.

For favorable action on the request.


ANASTACIO A. SANTOS

Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sablayan, Occidental Mindoro

December 12, 2022

MEMORANDUM

FOR : The OIC, PENR Officer
Mamburao, Occidental Mindoro

THRU : The CENR Officer
Sablayan, Occidental Mindoro

FROM : The Planning Officer III

SUBJECT : REQUEST FOR TRAVEL AUTHORITY

Please be informed that the undersigned would like to seek the approval of a travel authority to Singapore and Malaysia from April 2 to 8, 2023.

Attached in support of the above are the application for Vacation Leave for 3 days and the confirmed two-way plane ticket.

For favorable action on the request.


ARLENE V. FRANCISCO

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **PENRO OCCIDENTAL MINDORO** 2. NAME (Last) **FRANCISCO** (First) **ARLENE** (Middle) **VALENCIA**

3. DATE OF FILIN 12/13/2022 4. POSITION PLANNING OFFICER III 5. SALARY ₱ 46,216.00
(mm/dd/yyyy)

6. DETAILS OF APPLICATION

6. A TYPE OF LEAVE TO BE AVAILED OF

- ☒ Vacation Leave (Sec. 51, Rule XV, 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/MRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (RA 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) SINGAPORE AND MALAYSIA

In case of Sick Leave:

- ☐ In Hospital (Specify illness)
- ☐ Out Patient (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

3 DAY / S

INCLUSIVE DATES

APR. 3, 2023 to APR. 5, 2023

6. D COMMUTATION

- ☒ Not Requested
- ☐ Requested

ARLENE VALENCIA FRANCISCO
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of (mm/dd/yyyy) NOV. 2022

	Vacation Leave	Sick Leave
Total Earned	<u>134.947</u>	<u>149.125</u>
Less this application	<u>3.000</u>	<u>-</u>
Balance	<u>131.947</u>	<u>149.125</u>
Combined Balance		

VON ERIKA S. CAUSAPIN
Administrative Officer IV /
Human Resource Management Officer II

7. B RECOMMENDATION

- ☒ For Approval
- ☐ For Disapproval Due to

7. C APPROVED FOR:

3 days with pay

_____ days without pay

_____ others (specify)

7. D DISAPPROVED DUE TO:



Passenger: Francisco Arlene Ms (ADT)

Booking ref: OFU7MJ

Ticket number: 079 2411422054



Issuing office:

PHILIPPINE AIRLINES CONTACT CENTER,
MANILA, PHILIPPINES

Telephone: (632) 88558888

Date: 11Dec2022

ELECTRONIC TICKET RECEIPT

At check-in you must show a: (i) government-issued I.D. and the document you gave for reference at reservation time; (ii) documentary proof entitling you to exemptions or discounts (e.g. OFW, Senior Citizen, PWD, etc.) you availed at time of purchase, if any.

From	To	Flight	Departure	Arrival	Last check-in
MANILA NINYO AQUINO INTL Terminal: 2	SINGAPORE CHANGI Terminal: 1	PR507	09:55 02Apr2023	13:40 02Apr2023	
Class: G Seat: 37K Baggage (4): 30K Fare basis: GFFP/BP00	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK			NVB (2): 11Dec2022 NVA (3): 11Dec2023 Duration: 03:45	
Special Service Request FQTR - FREQUENT TRAVELLER REDEMPTION - CONFIRMED					
SINGAPORE CHANGI Terminal: 1	MANILA NINYO AQUINO INTL Terminal: 2	PR508	14:30 08Apr2023	18:10 08Apr2023	
Class: G Seat: 37H Baggage (4): 30K Fare basis: GFFP/BP00	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK			NVB (2): 11Dec2022 NVA (3): 11Dec2023 Duration: 03:40	
Special Service Request FQTR - FREQUENT TRAVELLER REDEMPTION - CONFIRMED					

(1) OK = Confirmed; RQ = Waitlist; SA = Space Available; NS = No Seat (2) NVB = Not valid before (3) NVA = Not valid after (4) Each passenger can check in a specific amount of baggage at no extra cost as indicated above in the column baggage. Each piece of baggage may not exceed the specified weight.

PAYMENT DETAILS

Fare Calculation: MNL PR SIN Q15.00Q10.00 1.00PR
MNL1.00NUC27.00END ROE1.000000
Form of payment: FFSR601810521-M24000-PHP110
*A-3524064/PHP110
Form of payment: CC VI XXXXXXXXXXXXX3880
XXXX 027223 /PHE
Endorsements: NO VLDTY EXTNSN NONENDO TO OAL NO
MILES CREDIT/NONUPG AWRD RULES APPLY EMD REQD
FOR SURCHARGE

FARE DETAILS

Fare:
Fare equivalent:
Taxes:
Carrier Imposed Fees:
Total Amount:
Fee
Total OB Fees:

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