



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

April 12, 2023

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**

Submitted herewith is the Request for Travel Authority of Administrative Officer IV (Budget Officer II) Josephine S. Tañada to to Singapore and Kuala Lumpur, Malaysia on May 27-31, 2023.

Attached are the necessary documents in support to the above request.

For information and consideration.


ERNESTO E. TAÑADA



MEMORANDUM

FOR : THE REGIONAL EXECUTIVE DIRECTOR

FROM : JOSEPHINE S. TAÑADA
Administrative Officer IV (Budget Officer II)
PENRO Occidental Mindoro

SUBJECT : REQUEST FOR TRAVEL AUTHORITY

DATE : APRIL 12, 2023

This has reference to the travel authority issued for my April 16-20, 2023 to Seoul, South Korea. The purpose is a family vacation trip to celebrate my husband's 62nd birthday as birthday gift to him by his family and relatives.

Please be informed that the said travel was cancelled due to issues encountered during visa application.

In lieu of the cancelled travel to the abovementioned country, a family vacation trip to Singapore and Kuala Lumpur, Malaysia was substituted instead. In connection to this, the undersigned is requesting for a personal travel authority scheduled this coming May 27-31, 2023.

Attached is the copy of my plane ticket and application for vacation leave for approval.

For information and consideration.


JOSEPHINE S. TAÑADA



Booking ID: FMNPH40V2JYGB0

Booking Date: Apr 06, 2023

*Please refer to airline website for additional COVID-19 precautionary measures for passengers.

✈ Onward 1 Flight(s)				Non-Refundable
Flight 1	✈ Departing	✈ Arriving		
 Cebu Pacific 5J-813	MNL Manila Manila, Terminal-Terminal 3 Sat 27 May 2023, 05:40	SIN Singapore Changi Intl Arpt, Terminal- Terminal 4 Sat 27 May 2023, 09:25		Non Stop 3h 45m

	Passenger(s) Details	Passport Details	PNR	FF No	E-Ticket	Insurance No.	Status
1	MS Josephine Tanada Adult (May 01, 1966)	P8269679B, Nov 23, 2031, Philippines	XJY35D	-	XJY35D	-	Confirmed
2	MR Kearn Ernest Tanada Adult (Jan 18, 2003)	P3839775B, Nov 13, 2024, Philippines	XJY35D	-	XJY35D	-	Confirmed
3	MS Kryzzane Jen Tanada Adult (May 29, 1999)	P3852304B, Nov 14, 2029, Philippines	XJY35D	-	XJY35D	-	Confirmed
4	MR Ernesto Tanada Adult (Jan 18, 1961)	P8269678B, Nov 23, 2031, Philippines	XJY35D	-	XJY35D	-	Confirmed
5	MR Kaizzer Irvin Tanada Adult (Mar 16, 1992)	P3840888B, Nov 13, 2029, Philippines	XJY35D	-	XJY35D	-	Confirmed
6	MR Genesis Gendrano Adult (Dec 09, 1998)	Na, Nov 14, 2029, Philippines	XJY35D	-	XJY35D	-	Confirmed

Flight: 5J-813

	Meals	Seat	Purchased Baggage
MS Josephine Tanada	-	-	20.0 kg
MR Kearn Ernest Tanada	-	-	-
MS Kryzzane Jen Tanada	-	-	-
MR Ernesto Tanada	-	-	20.0 kg
MR Kaizzer Irvin Tanada	-	-	-
MR Genesis Gendrano	-	-	-

Payment Details	
Type	Amount (P)
Base Fare	14,328
Booking Fee & Taxes	14,964
Addon Fee (Baggage, Seat & Meal)	2,200
Total Fare	31,492

Flight Inclusions
Cabin Baggage (Pre Included)
5J-813
Adult:7 Kg Included
Check-in Baggage (Pre Included)
5J-813
Adult:0 Kg

Important Information

All Guests, including children and infants, must present valid identification at check-in.

Check-in begins 4 hours for international and 3 hours for domestic prior to the flight for seat assignment and closes 75 minutes prior to the scheduled departure.

Carriage and other services provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

Transportation and other services provided by the carrier are subjected to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the booking partner or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and this convention governs and on most case limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

Please check the figures / timings as they may change time to time without any notice to the passenger.

For Infants valid birth certificate is required.

MYTRAVELBUDZ ONLINE TRAVEL & TOURS SERVICES

Satellite Office: Mamburao Occidental Mindoro

20-D Doclong 2nd

City:San Clemente

State:Tarlac

Phone: +639270728028, Email: mytravelbudz@gmail.com



Booking ID: FMNPH30V2KERXZ

Booking Date: Apr 07, 2023

*Please refer to airline website for additional COVID-19 precautionary measures for passengers.

✈ Onward Flight(s)			Non-Refundable
Flight 1	✈ Departing	✈ Arriving	

**AirAsia Airways**
AK-584**KUL Kuala Lumpur**
Kuala Lumpur International Arpt,
Terminal-Terminal 2
Wed 31 May 2023, 18:00**MNL Manila**
Manila, Terminal-Terminal 3
Wed 31 May 2023, 22:10Non Stop
4h 10m

✈ Passenger(s) Details	Passport Details	PNR	FF No	E-Ticket	Insurance No.	Status
1 MS Josephine Tanada Adult (May 01, 1966)	P8269679B, Nov 23, 2031, Philippines	JBH18E	-	JBH18E	-	Confirmed
2 MR Kearn Ernest Tanada Adult (Jan 18, 2003)	P3839775B, Nov 13, 2024, Philippines	JBH18E	-	JBH18E	-	Confirmed
3 MS Kryzzane Jen Tanada Adult (May 29, 1999)	P3852304B, Nov 14, 2029, Philippines	JBH18E	-	JBH18E	-	Confirmed
4 MR Ernesto Tanada Adult (Jan 18, 1961)	P8269678B, Nov 23, 2031, Philippines	JBH18E	-	JBH18E	-	Confirmed
5 MR Kaizzer Irvin Tanada Adult (Mar 16, 1992)	P3840888B, Nov 13, 2029, Philippines	JBH18E	-	JBH18E	-	Confirmed
6 MR Genesis Gendrano Adult (Dec 09, 1998)	P479005A, Nov 14, 2029, Philippines	JBH18E	-	JBH18E	-	Confirmed

Flight: AK-584

	Meals	Seat	Purchased Baggage
MS Josephine Tanada	-	-	20.0 kg
MR Kearn Ernest Tanada	-	-	-
MS Kryzzane Jen Tanada	-	-	-
MR Ernesto Tanada	-	-	20.0 kg
MR Kaizzer Irvin Tanada	-	-	-
MR Genesis Gendrano	-	-	-

Payment Details

Type	Amount (P)
Base Fare	19,237.5
Booking Fee & Taxes	12,874.84
Addon Fee (Baggage, Seat & Meal)	2,877.32
Total Fare	34,989.66

Flight Inclusions

Cabin Baggage (Pre Included)

AK-584

Adult: 7 Kg Included

Check-in Baggage (Pre Included)

AK-584

Adult: 0 kg

Important Information

All Guests, including children and infants, must present valid identification at check-in.

Check-in begins 4 hours for international and 3 hours for domestic prior to the flight for seat assignment and closes 75 minutes prior to the scheduled departure.

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Please check the figures / timings as they may change time to time without any notice to the passenger.

For Infants valid birth certificate is required.

MYTRAVELBUDZ ONLINE TRAVEL & TOURS SERVICES

Satellite Office: Mamburao Occidental Mindoro

20-D Doctong 2nd

City: San Clemente

State: Tarlac

Phone: +639270728028, Email: mytravelbudz@gmail.com

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT

PENRO Occidental Mindoro

2. NAME

(Last)

TAÑADA

(First)

JOSEPHINE

(Middle)

S.

3. DATE OF FILING

4. POSITION

ADMIN OFFICER IV/BUDGET OFFICER II

5. SALARY

P 37,380.00

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/IRR 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)

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

5/29/2023

to

5/31/2023

6. D COMMUTATION

☒ Not Requested

☐ Requested

JOSEPHINE S. TAÑADA

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of

FEB. 2023

	Vacation Leave	Sick Leave
Total Earned	102.11	130.500
Less this application	3	
Balance	99.11	130.500

VON ENKA S. CAUSAPIN

Administrative Officer IV (HRMO II)

7. B RECOMMENDATION

☐ For Approval

☒ For disapproval due to

ABE R. FRANCISCO

Chief, Management Services Division

7. C APPROVED FOR:

3

days with pay

1/16

days without pay

others (specify)

7. D DISAPPROVED DUE TO:

ERNESTO E. TAÑADA

OIC, PENR Officer