



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

April 14, 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 APPROVAL OF GYNECOLOGICAL LEAVE**

Respectfully requesting herewith for the approval of gynecological leave of Engineer II Mary Dominique B. Lavadia from April 11, 2023 – May 11, 2023.

For information and consideration.


ERNESTO E. TAÑADA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

April 13, 2023

MEMORANDUM

FOR : The PENR Officer
Mamburao, Occ. Mindoro

FROM : Engineer II

SUBJECT : REQUEST FOR APPROVAL OF GYNECOLOGICAL LEAVE

Due to medical reason, I must formally request a gynecological leave for 31 days. I plan to leave work on April 11, 2023 and return to work on May 11, 2023.

I will use this leave for full recovery after the surgery undergone last April 4, 2023. This surgery will render me temporarily unable to perform the essential functions of my position. The duration of applied leave will be devoted to healing and as per doctor's advised that I will undergo dermatological medication based on the biopsy result (see attached), if I am granted this time, I will be able to resume my duties here and home at full capacity.

However, if there are questions or concerns regarding my work, I may be able to answer them by phone or e-mails. Please do not hesitate to contact me during this time. I understand that while I am gone, I am responsible for making payments towards my employee benefits. I will return to work promptly and as scheduled.

For information and approval.

MARY DOMINIQUE B. LAVADIA

4/13

RECEIVED BY: _____

DATE: _____ TIME: _____

PENRO

RECEIVED BY: _____

DATE: 4/13

TIME: _____

TSD-RES

MSD

83-12

RECEIVED BY: _____

DATE: 4-14-23

RELEASED BY: _____

DATE: _____ TIME: _____

So. Pag-asa, Brgy. Payompon, Mamburao, Occidental Mindoro
Email address: penrocc.mindoro@denr.gov.ph

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **PENRO MAMBURAO** 2. NAME (Last) **LAVADIA** (First) **MARY DOMINIQUE** (Middle) **B.**

3. DATE OF FILING **04/13/2023** 4. POSITION **ENGINEER II** 5. SALARY _____

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. E 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

31 DAY / S

INCLUSIVE DATES

04/11/2023 TO 05/11/2023

6. C COMMUTATION

☐ Not Requested

☒ Requested



MARY DOMINIQUE B. LAVADIA

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of **Dec. 2022**

	Vacation Leave	Sick Leave
Total Earned	7.417	7.750
Less this application	31.00	
Balance	7.417	7.750

VON ERIKA S. CAUSAPIN

Administrative Officer IV /
Human Resource Management Officer II

7. E RECOMMENDATION

☐ For Approval

☐ For disapproval due to _____

DONNA MAYOR-GORDOVE, CESO IV

ARD for Management Services

7. C APPROVED FOR:

_____ days with pay
_____ days without pay
_____ others (specify) _____

7. C DISAPPROVED DUE TO:

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

ORLANDO O. OCAMPO, MD, FPCS, FPSGS, DMCC

General Cancer & Trauma Surgery

Cell# (0917) 897-7168

Rm 300. 3/F Faculty Medical Arts Bldg. (FMAB), PGH Compound

M W F 3-4pm

AFFILIATIONS:

PHILIPPINE GENERAL HOSPITAL

MANILA DOCTORS HOSPITAL

ST. LUKE'S GLOBAL CITY

MEDICAL CENTER MANILA

Patient:

Mary Bacula Lavadia

Date:

04-12-2023

R


To wh. H. My Concern;

This is to certify that
Mary Bacula Lavadia underwent
excision biopsy of areolar complex,
④ breast at PGH on April 04, 2023.
She was advised to rest for
2 weeks (April 20, 2023)

Jene
LIC. No. 0077518

MD

SURGICAL PATHOLOGY REPORT

NAME: LAVADIA, MARY BACULI	Age: 35	Sex: F	S.P. No.: LM-23-040
Attending Physician: Dr. Orlando O. Ocampo		Hospital / Clinic:	
Specimen: right breast mass			Date: 04-04-23
FINAL PATHOLOGIC DIAGNOSIS: <i>Right Breast Mass, Excision Biopsy:</i> FRAGMENT OF BENIGN SKIN SHOWING MILD ACUTE ON CHRONIC SUPERFICIAL PERIVASCULAR DERMATITIS. NO EVIDENCE OF MALIGNANCY.			
 FREDERICK G. LIM, M.D., F.P.S.P. PATHOLOGIST			

GROSS / MICROSCOPIC DESCRIPTION:

The specimen consists of a 1.3 x 0.4 cm ellipse of tan-brown skin with a smooth, doughy consistency. Block all in 1 cassette.

Microscopic examination done.

PHILIPPINE GENERAL HOSPITAL
 Surgical Pathology Section, Dept. of Laboratories
 Taft Ave., Ermita, Manila 1000
 Tel. 5548400 local 3202, 3207

CHINESE GENERAL HOSPITAL
 Dept. of Laboratory Medicine
 Blumentritt St., Sta. Cruz, Manila
 Tel. 7114141 local 369, 370

PHILIPPINE GENERAL HOSPITAL

The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila

PHIC Accredited Health Care Provider
ISO 9001 Certified

Home Instructions

Name: Lavadia, Mary Dominiga Age/Sex: 35 F
Location: DORS OR MISCER Case No: 4888274
Discharge Diagnosis:

Date Admitted: 4/4/23 Time Admitted:
Date Discharge: 4/4/23 Time Discharged:
Attending Physician: PRC License No.
Clinic Follow-Up Schedule:

Follow up with Dr. Ocampo after 1-2 weeks once with results

Home Medications:

Celecoxib 200mg/capsule take 1 capsule 2x/day as needed for pain

Home Instructions:

THM.
celecoxib 200mg/capsule: take as instructed

Dress wound after 24h
Do not wet wound with 24h

Follow-up with Dr. Ocampo after 1-2 weeks

Prepared by:

Dr. Orlan Ocampo
Physician in-charge
(Signature over Printed Name)

0077518
PRC License No.