



Republic of the Philippines  
**Department of Environment and Natural Resources**  
MIMAROPA Region  
Community Environment and Natural Resources Office

JAN 30 2023

**MEMORANDUM**

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

THRU : The OIC, PENRO Officer  
DENR-Mamburao, Occidental Mindoro

FROM : The CENR Officer

SUBJECT : REQUEST OF ECOMS II MARIA TERESITA P. DAVID, JR.  
FOR A PERSONAL TRAVEL AUTHORITY TO TAIPEI,  
TAIWAN ON MARCH 9-14, 2023

Respectfully forwarded is the request of the above named personnel for a Personal Travel Authority to Taipei, Taiwan from March 9-14, 2023.

In this regard, please be informed that the following shall be strictly observed:

1. No expense shall be incurred by the government and its partners.
2. Approved Leave of Absence was secured by the personnel for the duration of the travel.
3. The purpose of the travel is not to represent the Department in any conference, training or forum.
4. The travel shall not cause disruption to work in the Office.

For your consideration and approval.

RECORDS	
RECEIVED BY:	SNP
DATE: 26	TIME:
RELEASED BY:	
DATE:	TIME:

  
EFREN L. DELOS REYES



Republic of the Philippines  
**Department of Environment and Natural Resources**  
MIMAROPA Region  
Community Environment and Natural Resources Office

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For your consideration and approval.

**EFREN L. DELOS REYES**

Add [no-reply@email.mycebupacific.com](mailto:no-reply@email.mycebupacific.com) to your address book to ensure that our email updates get to your inbox.

## Itinerary Receipt



Your transaction was successful. See you on board soon!

For airport check-in use only

**BOOKING DATE**  
January 21, 2023

**BOOKING REFERENCE NO.**  
MMHPHH



### Flight Details

#### MNL-TPE

9 Mar 2023  
9:45pm

10 Mar 2023  
12:05am



SJ 316

#### DEPARTURE

**Manila** - Ninoy Aquino International Airport Terminal 3

#### ARRIVAL

**Taipei** - Taiwan Taoyuan International Airport Terminal 1

Flight operated by:



### Guest Details

**NAME**  
**MS Imelda Cabral**  
Adult

**FLIGHT**  
**MNL - TPE**

**ADD-ONS**  
Go Basic  
Seat Unassigned

**MR Joshua Cabral**  
Adult

**MNL - TPE**

Go Basic  
Seat Unassigned

**MS Maria Teresita Jr. David**  
Adult

**MNL - TPE**

Go Basic  
Seat Unassigned

**Important Note:** Traveling soon? Your destination may require travel documents to be accepted for flight. Check travel requirements, contactless flight guidelines, and testing options available. [Learn more.](#)

**D.I.Y & FLY**  
DO IT YOURSELF ONLINE!

**FLY EASY WITH  
CEB'S ONLINE SOLUTIONS**

**CHARLIE  
THE CHATBOT**

**Get 24/7 Support**  
**Request Official Receipt**  
**Ask FAQs**  
**Request Itinerary Copy**

GO TO:  
[bit.ly/CEBCharlieChatbot](https://bit.ly/CEBCharlieChatbot)

**MANAGE  
BOOKING PORTAL**

**Update Flight Bookings**  
**Purchase Add-Ons**  
**Check In Online**  
**Convert Travel Fund**

GO TO:  
[bit.ly/MyCebuPacificMB](https://bit.ly/MyCebuPacificMB)





Booking no.  
**G2Y9RC**

Booking date  
**21 Jan 2023**

## Travel itinerary

Flight 1	Tue, 14 Mar 2023	2 hours 25 minutes
01: 50	Taipei - Taoyuan (TPE) T1	
04:15	Manila (MNL) T3	
Z2 129		2 hours 25 minutes

All times shown are local time

### Guests

Z2 129

Low Fare

Ms. Imelda Cabral

Mr. Joshua Cabral

Ms. Maria Teresita Jr David

### Entry Guidelines

Kindly check that you adhere to the requirements and regulations set by the local governments of your respective international destinations. The Malaysian Government has made it **MANDATORY** for all incoming passengers including Malaysians to download and activate the MySejahtera mobile app before departing to Malaysia.

Prior to your departure and post-arrival, you may be required to fulfil a number of requirements, including proof of vaccination, health declarations, special passes, pre and post arrival COVID-19 test results, quarantine upon arrival, COVID-19 insurance (not required effective 1 May 2022) and daily self assessments. You may also be required to download certain mobile applications prior to arriving at your destination.

To ensure the highest safety standards, guests are highly encouraged to:

- Perform mandatory self check-in via the airasia Super App to minimise physical contact.
- Be certain that you're not experiencing COVID-19 symptoms, such as fever, cough, sore throat, runny nose or any respiratory symptoms.
- You are required to wear a mask when flying with AirAsia. For the safety of our guests and crew, we don't allow masks with exhalation or breathing valves as they are less effective in preventing the spread of COVID-19.
- Refrain from flying if you've had contact with a person with a confirmed or suspected case of COVID-19

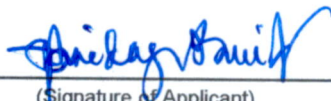


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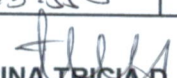
## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>CENRO-San Jose (CDS-BMU)</b>	2. NAME (LAST) <b>DAVID</b>	(FIRST) <b>MA. TERESITA, JR.</b>	(MIDDLE) <b>PINEDA</b>
3. DATE OF FILING <b>01/24/2023</b>	4. POSITION <b>ECOMS II</b>	5. SALARY <b>Php35,858.00</b>	

### 6. DETAILS OF APPLICATION

<b>6.A TYPE OF LEAVE TO BE AVAILED OF:</b> <input checked="" type="checkbox"/> <b>Vacation Leave</b> (Sec 51, Rule XVI, Omnibus Rules Implementing E.O No. 292) <input type="checkbox"/> <b>Mandatory/Forced Leave</b> (Sec 25, Rule XVI, Omnibus Rules Implementing E.O No. 292) <input type="checkbox"/> <b>Sick Leave</b> (Sec 43, Rule XVI, Omnibus Rules Implementing E.O No. 292) <input type="checkbox"/> <b>Maternity Leave</b> (R.A No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> <b>Paternity Leave</b> (R.A No. 6187/CSC MC No. 71, s 1998, as amended) <input type="checkbox"/> <b>Special Privilege Leave</b> (Sec 21, Rule XVI, Omnibus Rules Implementing E.O No. 292) <input type="checkbox"/> <b>Solo Parent Leave</b> (RA No. 8972/CSC MC No. 8 s 2004) <input type="checkbox"/> <b>Study Leave</b> (Sec 68, Rule XVI, Omnibus Rules Implementing E.O No. 292) <input type="checkbox"/> <b>10-day VAWC Leave</b> (RA No. 9262/CSC MC No. 15, S 2005) <input type="checkbox"/> <b>Rehabilitation Privilege</b> (Sec 55, Rule XVI, Omnibus Rules Implementing E.O No. 292) <input type="checkbox"/> <b>Special Leave Benefits for Women</b> (RA No 9710/CSC MC No. 25, s 2010) <input type="checkbox"/> <b>Special Emergency (Calamity) Leave</b> (CSC MC No. 2, s 2012, as amended) <input type="checkbox"/> <b>Adoption Leave</b> (RA No. 8552)  <i>Others:</i> _____	<b>6.B DETAILS OF LEAVE</b>  <i>In Case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines <input checked="" type="checkbox"/> Abroad (Specify) <u>Taipei, Taiwan</u>  <i>In Case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify Illness)   <i>In Case of Special Leave Benefits for Women:</i> (Specify Illness) _____   <i>In Case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <u>6 days</u>  <b>INCLUSIVE DATES</b> <u>March 9-14, 2023</u>	<b>6.D COMMUTATION</b> <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested   (Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

<b>7.A CERTIFICATION OF LEAVE CREDITS</b> AS OF <u>January 2023</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>69.553</td><td>94.006</td></tr><tr><td>Less this application</td><td>6.000</td><td></td></tr><tr><td>Balance</td><td>63.553</td><td>84.000</td></tr></tbody></table>  <b>KARINA TRICIA D. SY</b> ECOMS I/Chief, PSU		Vacation Leave	Sick Leave	Total Earned	69.553	94.006	Less this application	6.000		Balance	63.553	84.000	<b>7.B RECOMMENDATION</b> <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____     <b>ABE R. FRANCISCO</b> Chief, AO/Chief, MSD
	Vacation Leave	Sick Leave											
Total Earned	69.553	94.006											
Less this application	6.000												
Balance	63.553	84.000											

<b>7.C APPROVED FOR:</b> <u>1</u> days with pay <u>      </u> days without pay <u>      </u> others (specify) _____	<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____
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**ERNESTO E. TAÑADA**

OIC, PENR Officer






Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office  
Brgy. Labangan, San Jose, Occidental Mindoro



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	Vacation Leave	Sick Leave											
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Less this application	6.000	-											
Balance	63.553	89.000											

<b>7.C APPROVED FOR:</b> / days with pay / days without pay / others (specify)	<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____
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**ERNESTO E. TAÑADA**

OIC, PENR Officer

## Payment Details

Status	Payment Method	Date	Transaction ID	Amount
Approved	Credit File	21 Jan, 2023	242404880	PHP 4,094.40
Approved	Robinsons Bank	21 Jan, 2023	242404883	PHP 14,199.60

## Fare Breakdown

### Details

#### Fare, Taxes and Fees:

Base Fare  
PH Passenger Service Charge  
ASF of DPSC/IPSC  
PH PSC Value Added Tax  
Passenger Service Charge for National Government  
Fuel Surcharge  
Administrative Fee

#### Add-Ons:

### Amount

**PHP 18,294.00**

PHP 12,597.00  
PHP 1,044.63  
PHP 180.00  
PHP 125.37  
PHP 300.00  
PHP 2,997.00  
PHP 1,050.00

**PHP 0.00**

## Fare Rules

### GO Basic

<b>Cancellation:</b>	Not allowed. Conversion to Travel Fund is only available with CEB Flexi.
<b>Rebooking:</b>	Allowed, but change fee and fare difference may apply.
<b>No Show:</b>	Fares and all other fees are forfeited or considered flown.
<b>Name Correction:</b>	Allowed within 24 hours from time of booking (either first or last name only)
<b>Baggage Allowance:</b>	Not included. This can be purchased separately.
<b>Seats:</b>	Not included. This can be purchased separately.

**Note:** For the complete summary of applicable fees, taxes, and surcharges, please check the Fare Breakdown section above.

Carriage of passenger and baggage is subject to the Terms and Conditions of Carriage approved by the Civil Aeronautics Board. To view the complete Terms and Conditions of Carriage, please refer to [Cebu Pacific's Conditions of Carriage](#).

## Check-in Guidelines

Things to remember before your flight!

### Booking Changes

Changes must be done at least two hours before the flight, subject to penalties and fare difference

### Update your information via Manage Booking

For any personal information changes, you can update your name, birthday, nationality, salutations, and contact information via [Manage Booking](#). Visit [FAQs](#) to know more.

### Online Check-in

1. Check in online via our mobile app or website to get your boarding pass as early as (7) days before flight departure
2. Go to the bag drop counters to check in your bags or proceed to the check-in counters to have your travel documents checked

### Airport Counters and Boarding Gates

- Check-in and bag drop counters open as early as 3 hours before your flight, and closes 1 hour before your flight. It varies depending on the airport's departure
- Be at your designated boarding gate 45 minutes before your flight
- Guests will not be allowed to take the flight after check-in counters and boarding gates are closed
- For guests with interline itineraries, the Operating Carrier's check-in and boarding times apply

### Valid Photo ID