



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

February 7, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
Roxas Blvd., 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 ECOMS II Maria Teresita P. David, Jr. to Taipei, Taiwan on March 9-14, 2023.

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
 Brgy. Labangan, San Jose, Occidental Mindoro

APPLICATION FOR LEAVE

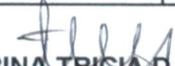
1. OFFICE/DEPARTMENT CENRO-San Jose (CDS-BMU)	2. NAME (LAST) DAVID	(FIRST) MA. TERESITA, JR.	(MIDDLE) PINEDA
3. DATE OF FILING 01/24/2023	4. POSITION ECOMS II	5. SALARY Php35,858.00	

6. DETAILS OF APPLICATION

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

<p>7.A CERTIFICATION OF LEAVE CREDITS AS OF <u>January 2023</u></p> <table border="1" style="width: 100%;"> <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>84,000</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> <p style="text-align: center;"> KARINA TRICIA D. SY ECOMS I/Chief, PSU</p>		Vacation Leave	Sick Leave	Total Earned	69,553	84,000	Less this application	6,000		Balance	63,553	84,000	<p>7.B RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____</p> <p style="text-align: center;"> ABE R. FRANCISCO Chief, AO/Chief, MSD</p>
	Vacation Leave	Sick Leave											
Total Earned	69,553	84,000											
Less this application	6,000												
Balance	63,553	84,000											

<p>7.C APPROVED FOR:</p> <p><u>1</u> days with pay</p> <p>_____ days without pay</p> <p>_____ others (specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"> ERNESTO E. TAÑADA OIC, PENR Officer</p>
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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

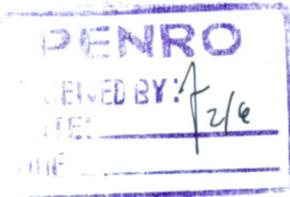
SUBJECT : REQUEST OF ECOMS II MARIA TERESITA P. DAVID, JR.
FOR A PERSONAL TRAVEL AUTHORITY TO TAIPEI,
TAIWAN ON MARCH 9-14, 2023

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

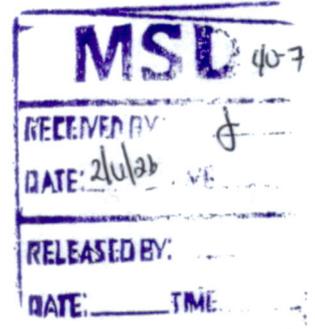
In this regard, please be informed that the following shall be strictly observed:

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.




EFREN L. DELOS REYES



Add no-reply@email.mycebupacific.com to your address book to ensure that our email updates get to your inbox.



Itinerary Receipt

Confirmed

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

✈ 5J 316

DEPARTURE

Manila - Ninoy Aquino International Airport Terminal 3

ARRIVAL

Taipei - Taiwan Taoyuan International Airport Terminal 1

Flight operated by:

✈ Cebu Pacific

✈ Cebgo

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.](#)



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Update Flight Bookings

Purchase Add-Ons

Check In Online

Convert Travel Fund

GO TO:
bit.ly/MyCebuPacificMB

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:

	Amount
Base Fare	PHP 12,597.00
PH Passenger Service Charge	PHP 1,044.63
ASF of DPSC/IPSC	PHP 180.00
PH PSC Value Added Tax	PHP 125.37
Passenger Service Charge for National Government	PHP 300.00
Fuel Surcharge	PHP 2,997.00
Administrative Fee	PHP 1,050.00

Add-Ons:

PHP 0.00

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Fare Rules

GO Basic

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



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