



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region

1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila
Tel. No. 405-0046, 248-3468/2483367 loc. 2701/2707

REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: **ABE R. FRANCISCO**

Plantilla Position/Designation: **CHIEF, ADMINISTRATIVE OFFICER/CHIEF, MSD**

Plantilla Assignment: **DENR – MIMAROPA Region (PENRO MSD, Occidental Mindoro)**

Present Station: **PENRO Mamburao, Occidental Mindoro**

Office Address: **So. Pag-asa, Brgy. Payompon, Mamburao, Occidental Mindoro**

Contact Number: **09178939411**

Email Address: **vondaiveraine@gmail.com**

Duration of travel: **April 02-08, 2023**

Destination: **Singapore and Malaysia**

Purpose: (please check)

☒ Vacation

☐ Tour

☐ Others :

☐ Pilgrimage/Religious activity

☐ Medical purpose

Type of Leave of Absence: **Vacation Leave**

Duration: **April 03-05, 2023**

Clearance required? ☒ no

(if more than 30 days) ☐ yes Approving authority : _____

I hereby certify that absence will not hamper operational efficiency of the office.:

ERNESTO E. TAÑADA
Name of certifying officer

OIC, PENRO
Position/Designation

I hereby endorse the herein request.

LORMELYN E. CLAUDIO, CESO IV
Name of head of office

Regional Executive Director
Position/Designation

CERTIFIED BY:

MA. CRISTINA C. RENDORIO
Chief, Personnel Section
Focal Person on Personal Travel Authority
/bah 01102023

APPLICATION FOR LEAVE

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

3. DATE OF FILING **01/16/2023** 4. POSITION **CHIEF ADMINISTRATIVE OFFICER** 5. SALARY **₱ 91,320.00**
(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/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) **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

ABE RUBION FRANCISCO
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of (mm/dd/yyyy) **OCTOBER 2022**

	Vacation Leave	Sick Leave
Total Earned	109.373	231.250
Less this application	3.000	-
Balance	106.373	231.250
Combined Balance		

VON ERICA 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:

ERNESTO E. TAÑADA
OIC, PENR Officer