



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: **ARLENE V. FRANCISCO**

Plantilla Position/Designation: **PLANNING OFFICER III**

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: **09399391557**

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

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

Destination: **Singapore and Malaysia**

Purpose: (please check)

☒ Vacation

☐ Pilgrimage/Religious activity

☐ Tour

☐ Medical purpose

☐ Others :

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.:

ANASTACIO A. SANTOS
Name of certifying officer

CENRO Sablayan, Occidental Mindoro
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) **ARLENE** (Middle) **VALENCIA**

3. DATE OF FILIN **01/16/2023** 4. POSITION **PLANNING OFFICER III** 5. SALARY **₱ 46,216.00**
(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**

ARLENE VALENCIA FRANCISCO

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

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

	Vacation Leave	Sick Leave
Total Earned	134.947	149.125
Less this application	3.000	-
Balance	131.947	149.125
Combined Balance		

VON ERIKA S. CAUSAPIN

Administrative Officer IV /
Human Resource Management Officer 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

days without pay

others (specify)

7. D DISAPPROVED DUE TO:

ERNESTO E. TAÑADA
OIC, PENR Officer