



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

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January 6, 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 TRAVEL AUTHORITY**

Please be informed that the undersigned would like to seek the approval of a travel authority to Seoul, South Korea on April 16-20, 2023.

Attached are the necessary documents in support to the above request.

For information and consideration.

  
ERNESTO E. TAÑADA



Booking ID: NLU3XK

Booking Date: November 22,2022

Please refer to airline website for additional COVID-19 precautionary measures for passengers.

✈ Onward Flights

Non-Refundable

Flight 1	Departing	Arriving	
<b>Cebu Pacific</b> 5J-188	<b>MNL Manila</b> Manila, Terminal-Terminal 3 16 Apr 2023, 17:25	<b>ICN Seoul</b> Incheon Intl Arpt, Terminal-ICN Airport 16 Apr 2023, 22:35	<b>Non Stop</b> 4h 10m

✈ Return Flights

Non-Refundable

Flight 1	Departing	Arriving	
<b>Cebu Pacific</b> 5J-187	<b>ICN Seoul</b> Incheon Intl Arpt, Terminal-ICN Airport 20 Apr 2023 , 00:45	<b>MNL Manila</b> Manila, Terminal-MNL Airport 20 Apr 2023, 04:05	<b>Non Stop</b> 4h 0m

	Passenger(s) Details	Passport Details	PNR	FF No	E-Ticket	Insurance No.	Status
1	<b>MS. JOSEPHINE TANADA</b> Adult (1 MAY 1966)	P8269679B, Philippines 23 NOV 2031	NLU3XK	-	NLU3XK	-	Confirmed
2	<b>MR. ERNESTO TANADA</b> Adult (18 JAN 1961)	P8269678B, Philippines 23 NOV 2031	NLU3XK	-	NLU3XK	-	Confirmed
3	<b>MS. KRYZZANE JEN TANADA</b> Adult (29 MAY 1999)	P3852304B, Philippines 14 NOV 2029	NLU3XK	-	NLU3XK	-	Confirmed
4	<b>MR. KEARN ERNEST TANADA</b> Adult (18 JAN 2003)	P3839775B, Philippines 13NOV 2024	NLU3XK	-	NLU3XK	-	Confirmed
5	<b>MR. KAIZZER IRVIN TANADA</b> Adult (16 MAR 1992)	P3840888B, Philippines 13 NOV 2029	NLU3XK	-	NLU3XK	-	Confirmed

Flight: 5J-188	Meals	Seat	Purchased Baggage
MS. JOSEPHINE TANADA	-	-	0.0 kg
MR. ERNESTO TANADA	-	-	0.0 kg
MS. KRYZZANE JEN TANADA	-	-	0.0 kg
MR. KEARN ERNEST TANADA	-	-	0.0 kg
MR. KAIZZER IRVIN TANADA	-	-	0.0 kg
			0.0 kg
Flight: 5J-187	Meals	Seat	Purchased Baggage

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME	(Last)	(First)	(Middle)
PENRO OCC. MDO.	TAÑADA	ERNESTO	ESTRELLANA	
3. DATE OF FILING	1/6/2023	4. POSITION	OIC PENR OFFICER / DMO V	5. SALARY P 91,320.00

6. DETAILS OF APPLICATION

6. A TYPE OF LEAVE TO BE AVAILED OF	6. B DETAILS OF LEAVE
<input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XV, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (RA No. 8187/CSC MC No. 71, S. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972/CSC MC no. 8, S. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, S. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, S. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC no. 2, S. 2012, as amended) <input type="checkbox"/> Adoption Leave (RA No. 8552) <input type="checkbox"/> Others	<p>In case of Vacation/Special Privilege Leave:</p> <input type="checkbox"/> Within the Philippines <input checked="" type="checkbox"/> Abroad (Specify) <u>Seoul, South Korea</u> <p>In case of Sick Leave:</p> <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify Illness) <p>In case of Study Leave:</p> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <p>Other Purpose:</p> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6. C NUMBER OF WORKING DAYS APPLIED FOR	6. D COMMUTATION
4 DAY / S INCLUSIVE DATES 4/17/2023 TO 4/20/2023	<input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div>ERNESTO ESTRELLANA TAÑADA (Signature of Applicant)</div>

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS	7. B RECOMMENDATION												
as of <u>November 2022</u>	<input type="checkbox"/> For Approval <input type="checkbox"/> For disapproval due to												
<table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>132.75</td><td>392.500</td></tr><tr><td>Less this application</td><td>4.000</td><td></td></tr><tr><td>Balance</td><td>128.75</td><td>392.500</td></tr></table> <div>VON ERICA S. CAUSAPIN Administrative Officer IV / HRMO II</div>		Vacation Leave	Sick Leave	Total Earned	132.75	392.500	Less this application	4.000		Balance	128.75	392.500	
	Vacation Leave	Sick Leave											
Total Earned	132.75	392.500											
Less this application	4.000												
Balance	128.75	392.500											

7. C APPROVED FOR:	7. D DISAPPROVED DUE TO:
4 days with pay days without pay others (specify)	