



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

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**

Submitted herewith is the Request for Travel Authority of Administrative Officer IV (Budget Officer II) Josephine S. Tañada 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



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

January 6, 2023

MEMORANDUM

FOR : The PENR Officer
Mamburao, Occidental Mindoro

FROM : The Administrative Officer IV (Budget Officer II)

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.


JOSEPHINE S. TAÑADA


Booking ID: NLU3XK

Booking Date: November 22,2022

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

✈ Onward

Non-Refundable

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

✈ Return

Non-Refundable

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

	Passenger(s) Details	Passport Details	PNR	FF No	E-Ticket	Insurance No.	Status
1	MS. JOSEPHINE TANADA Adult (1 MAY 1965)	P8269679B, Philippines 23 NOV 2031	NLU3XK	-	NLU3XK	-	Confirmed
2	MR. ERNESTO TANADA Adult (18 JAN 1961)	P8269678B , Philippines 23 NOV 2031	NLU3XK	-	NLU3XK	-	Confirmed
3	MS. KRYZZANE JEN TANADA Adult (29 MAY 1999)	P3852304B , Philippines 14 NOV 2029	NLU3XK	-	NLU3XK	-	Confirmed
4	MR. KEARN ERNEST TANADA Adult (18 JAN 2003)	P3839775B, Philippines 13NOV 2024	NLU3XK	-	NLU3XK	-	Confirmed
5	MR. KAIZZER IRVIN TANADA 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 **PENRO OCC. MDO.** 2. NAME (Last) **TAÑADA** (First) **JOSEPHINE** (Middle) **SAPLA**

3. DATE OF FILING **1/6/2023** 4. POSITION **ADMIN. OFFICER IV (BUDGET OFFICER II)** 5. SALARY **P 35,858.00**

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)** Seoul, South Korea

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

4 DAY / S

INCLUSIVE DATES

4/17/2023 TO 4/20/2023

6. D COMMUTATION

☐ **Not Requested**

☐ **Requested**

JOSEPHINE SAPLA TAÑADA

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of **NOVEMBER 2022**

	Vacation Leave	Sick Leave
Total Earned	107.551	126.750
Less this application	4.000	
Balance	103.551	126.750

VON ERIKA S. CAUSAPIN

Administrative Officer IV / HRMO II

7. B RECOMMENDATION

☐ **For Approval**

☐ **For disapproval due to**

ABE R. FRANCISCO

Chief, Management Services Division

7. C APPROVED FOR:

4 days with pay ✓
____ days without pay
____ others (specify)

7. D DISAPPROVED DUE TO:

ERNESTO E. TAÑADA
OIC PENR Officer