



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

June 15, 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 Cartographer I Luzviminda P. Ygar to Singapore/Malaysia on July 12-17, 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
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: LUZVIMINDA P. YGAR

Plantilla Position/Designation: CARTOGRAPHER I

Plantilla Assignment: DENR CENRO SABLAYAN, OCCIDENTAL MINDORO

Present Station: DENR CENRO SABLAYAN, OCCIDENTAL MINDORO

Office Address: BRGY STO NIÑO, SABLAYAN, OCCIDENTAL MINDORO

Contact Number: 09055760044

Email Address: ygarluzviminda@gmail.com

Duration of travel: JULY 12 – 17, 2023

Destination: SINGAPORE AND MALAYSIA

Purpose: (please check)

☒ Vacation

☐ Tour

Others :

☐ Pilgrimage/Religious activity

☐ Medical purpose

Type of Leave of Absence: VACATION LEAVE

Duration: JULY 12 -17, 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

CENR Officer
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



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
So. Balud, Sto. Niño, Sablayan, Occidental Mindoro
Email Add: denrcsby02@gmail.com

May 30, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR – MIMAROPA Region

THRU : The OIC, Provincial Environment
and Natural Resources Officer

FROM : The Community Environment
and Natural Resources Officer

SUBJECT : **REQUEST FOR ISSUANCE OF TRAVEL
AUTHORITY RE: PERSONAL VACATION
AT SINGAPORE/MALAYSIA FOR THE
PERIOD JULY 12 TO JULY 17, 2023.**

Respectfully forwarded herewith is the request of Ms. Luzviminda P. Ygar, Cartographer I, for issuance of Travel Authority in relation to the abovementioned purpose.

Further, the absence of Ms. Ygar will not hamper the performance of the Office particularly in Regulation and Permitting Section. Hence, we support the approval of her request subject, however, to existing rules and regulations.

For information and consideration.


FOR. ANASTACIO A. SANTOS, MPA

RECORDS	
DATE: <u>6/6</u>	TIME: <u>9:00am</u>
RELEASED BY: <u>[Signature]</u>	
DATE: _____	TIME: _____

PENRO	
RECEIVED BY: <u>[Signature]</u>	
DATE: <u>6/6</u>	TIME: <u>9:00am</u>
RELEASED BY: _____	
DATE: _____	TIME: _____

MSD	
RECEIVED BY: <u>[Signature]</u>	
DATE: <u>6/7/23</u>	TIME: <u>1:30</u>
RELEASED BY: _____	
DATE: _____	TIME: _____



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
So. Balud, Sto. Niño, Sablayan, Occidental Mindoro
Email Add: denrcsby02@gmail.com

May 26,, 2023

MEMORANDUM

FOR : **The Regional Executive Director**
DENR – MIMAROPA Region

THRU : **The CENR - Officer**

FROM : **LUZVIMINDA P. YGAR**
Cartographer I

SUBJECT : **REQUEST FOR ISSUANCE OF TRAVEL**
AUTHORITY RE: PERSONAL VACATION
AT SINGAPORE AND MALAYSIA FOR THE
PERIOD OF JULY 12 TO JULY 17, 2023

The undersigned personnel together with my family will going on a vacation trip in Singapore and Malaysia. We avail the tour package in Royal Kites & Tours that will cater our tour and flight for our vacation. This travel is considered as part of our family bonding since our kids are studying and working in Manila away from us. We are looking forward to this trip that will bind and make our family closer, and considering that me and my husband are already getting old to enjoy this kind of travel that requires a lot of energy for the tours and activity.

The undersigned with all respect, earnestly request for your approval on the issuance of Travel Authority to Singapore and Malaysia from July 12-17, 2023 as one of the requirements in every government employee who wish to travel outside our home country either personal or official reasons.

Rest assured, that all official works, obligations and responsibilities of the undersigned during the said period of travel will not be adversely affected in any way possible.

Attached is a copy of four (4) days Vacation Leave from July 12-14 and 17, 2023 for your reference .

Thank you very much for your kind consideration

RECORDS	
RECEIVED BY	
DATE	TIME
RELEASED BY	
DATE	TIME


LUZVIMINDA P. YGAR



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sablayan, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT
CENRO SABLAYAN, OCC. MINDORO

2. NAME : (Last) (First) (Middle)
YGAR LUZVIMINDA PAGLICAWAQN

3. DATE OF FILING May 29, 2023 4. POSITION CARTOGRAPHER I 5. SALARY 17,625 -

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☒ **Vacation Leave** (Sec. 51, Rule XVI, 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** (RANo. 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 No. 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 Leave** (Sec 55, Rule XVI, Omnibus 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 / Malaysia

In case of Sick Leave:

- ☐ In Hospital (Specify Illness)
- ☐ Out Patient (Specify Illness)

In case of Special Leave Benefits for Women:
(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

Four (4) working days

INCLUSIVE DATES

July 12-14 and 17, 2023

6.D Commutation

- ☐ Not Requested
- ☒ Requested

Signature of Applicant

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance	78.132	93.625

MARGARET F. YUTUC

LMO I/Chief, Planning and Support Unit

7.B RECOMMENDATION

- ☐ For Approval
- ☐ For disapproval due to

ISAIAH R. GUIMOD

DMO I/Deputy CENR Officer

7.C APPROVED FOR:

_____ days with pay

_____ days without pay

_____ others (Specify)

7.D DISAPPROVED DUE TO:

ANASTACIO A. SANTOS
CENR Officer



STATEMENT OF ACCOUNT

May 19, 2023

Attention: CHENEE ROSE ANN YGAR
Address:
Mobile: 0917 542 2647
Email: ygarcheneerose@yahoo.com

From: Andrea Espinosa
Sales Consultant
Email: andrea.royalkites@gmail.com
Mobile: +63917 145 7575

Destination: TWINCITY

No. of Pax: 4

Travel Date: 12-Jul-23 TO 17-Jul-23

PLEASE DOUBLE CHECK IF THERE ARE ANY ERROR/S FOR THE FF. DETAILS:

FIRST NAME	LAST NAME	DATE OF BIRTH
CHENEE ROSE ANN	YGAR	September 11, 1991
LUZVIMINDA	YGAR	May 21, 1970
FLORO	YGAR	March 4, 1962
JHON FLORENZ	YGAR	May 31, 2006

PACKAGE: 5D/4N TWIN CITY PREMIUM PACKAGE

HOTEL: HOTEL BOSS | THE CHOW KIT ROOMS: 2 TWIN ROOMS
00 Jln Sultan, #01-01, Singapore 199020 | 1012, Jalan Sultan Ismail, Chowkit / Pu

CATEGORY	QTY.	RATE	AMOUNT
ADULT	4	29,998.00	119,992.00
CHILD			-
INFANT			-
BAGGAGE			-
MEALS			-
SEATS			-
INSURANCE			-
			-
		GRAND TOTAL	119,992.00

FOR PARTIAL PAYMENT OPTION:

DOWN PAYMENT	20,000.00	due on	19 May, 2023
SECOND PAYMENT		due on	
REMAINING BALANCE	99,992.00		05 June, 2023

IMPORTANT NOTE:

NON FILIPINO PASSSPORT HOLDERS SHALL BE IN CHARGE OF OBTAINING THE REQUIRED VISA FOR YOUR CHOSEN DESTINATION.



STATEMENT OF ACCOUNT

PAYMENT OPTIONS

I. WALK-IN PAYMENT VIA CASH OR CREDIT CARD AT OUR OFFICES

(Payments via credit card subject to bank charges.)

II. PESO BANK DEPOSIT OR ONLINE TRANSFER THRU THE FF. ACCOUNTS:

BANCO DE ORO (BDO) PESO SAVINGS ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS
Account Number: 0023-7058-9309

BANK OF THE PHILIPPINE ISLANDS (BPI) PESO SAVINGS ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS
Account Number: 3789-5200-61

EASTWEST BANK PESO SAVINGS ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS
Account Number: 2000-1308-6876

UNIONBANK PESO SAVINGS ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS
Account Number: 1022-0000-5439

METROBANK PESO CURRENT ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS
Account Number: 018-7-01853625-7

PHILIPPINE NATIONAL BANK SAVINGS ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS
Account Number: 1054-1004-1367

ASIA UNITED BANK CURRENT ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS
Account Number: 074-01-000119-1

SECURITY BANK CURRENT ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS Account Number:
0000023638813

III. DOLLAR BANK DEPOSIT OR ONLINE TRANSFER THRU THE FF. ACCOUNTS:

BANCO DE ORO (BDO) US DOLLAR SAVINGS ACCOUNT Account Name:

ROYAL KITES TRAVEL & TOURS
Account Number: 1023-7055-8535

METROBANK US DOLLAR SAVINGS ACCOUNT

Account Name: ROYAL KITES TRAVEL & TOURS
Account Number: 018-2-01801018-0

IV. ONLINE PAYMENT VIA PAYPAL

*Request for the payment link or QR code from your designated Travel Consultant.
(subject to respective processing charges.)*