



Republic of the Philippines  
Department of Environment and Natural Resources  
Provincial Environment and Natural Resources Office  
Odiongan, Romblon

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)
Office of the PENRO	BLAZA	ARNOLDO JR.	ANCHETA	
3. DATE OF FILING	May 31, 2023	4. POSITION	OIC, PENR Officer	5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

<input type="checkbox"/>	Vacation Leave (Sec. 51, Rule XVI, 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 (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
<input checked="" 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 (R.A. No. 8552)
<input type="checkbox"/>	Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

<input type="checkbox"/>	Within the Philippines
<input type="checkbox"/>	Abroad (Specify)

In case of Sick Leave:

<input type="checkbox"/>	In Hospital (Specify Illness)
<input type="checkbox"/>	Out Patient (Specify Illness)

In case of Special Leave Benefits for Women:

(Specify Illness)

In case of Study Leave:

<input type="checkbox"/>	Completion of Master's Degree
<input type="checkbox"/>	BAR/Board Examination Review Other purpose:
<input type="checkbox"/>	Monetization of Leave Credits
<input type="checkbox"/>	Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

Three (3) Days

INCLUSIVE DATES

June 6-8, 2023

6.D COMMUTATION

<input type="checkbox"/>	Not Requested
<input checked="" type="checkbox"/>	Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of April 30, 2023

	Vacation Leave	Sick Leave
Total Earned	97.05	118.00
Less this application	(3)	-
Balance	97.05 -	118.00 -

GEMMA F. FALLARIA

Administrative Officer IV (HRMO II)

7.B RECOMMENDATION

<input type="checkbox"/>	For approval
<input type="checkbox"/>	For disapproval due to

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for Management Services

7.C APPROVED FOR:

3 days with pay SPL

days without pay

others (Specify)

7.D DISAPPROVED DUE TO:

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director





Republic of the Philippines  
Department of Environment and Natural Resources  
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6.C NUMBER OF WORKING DAYS APPLIED FOR	6.D COMMUTATION
Ten (10) Days	<input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested
INCLUSIVE DATES	(Signature of Applicant)
June 9, 13-16 and 19-23, 2023	

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION												
As of April 30, 2023	<input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to												
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GEMMA F. FALLARIA Administrative Officer IV (HRMO II)	DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services												

7.C APPROVED FOR:	7. D DISAPPROVED DUE TO:
10 days with pay VL	
days without pay	
others (Specify)	

LORMELYN E. CLAUDIO, CESO IV  
Regional Executive Director