



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
MIMAROPA Region

MAY 04 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

Respectfully forwarded is request for travel authority of Chief Administrative Officer Abe R. Francisco and Planning Officer III Arlene V. Francisco for vacation from December 21-28, 2023 to Indonesia.

For information and grant of the requested document.


ERNESTO E. TAÑADA

1.



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
MIMAROPA Region

May 2, 2023

MEMORANDUM

FOR : The OIC, PENR Officer
Mamburao, Occidental Mindoro

FROM : The Chief, MSD

SUBJECT : REQUEST FOR TRAVEL AUTHORITY

Please be informed that the undersigned with the entire family members will spend Christmas Season abroad from December 21-28, 2023.

Attached for reference are the application for Vacation Leave and the confirmed two-way plane ticket to the country of destination

For favorable action on the request.


ABE R. FRANCISCO



Passenger: Francisco Abe Mr (ADT)

Booking ref: O8YMQR

Ticket number: 079 2413534863



Issuing office:

PHILIPPINE AIRLINES CONTACT CENTER,
MANILA, PHILIPPINES

Telephone: (632) 88558888

Date: 01May2023

ELECTRONIC TICKET RECEIPT

At check-in you must show a: (i) government-issued I.D. and the document you gave for reference at reservation time; (ii) documentary proof entitling you to exemptions or discounts (e.g. OFW, Senior Citizen, PWD, etc.) you availed at time of purchase, if any.

From	To	Flight	Departure	Arrival	Last check-in
MANILA NINYO AQUINO INTL Terminal: 1	DENPASAR-BALI NGURAH RAI Terminal: I	PR537	20:55 20Dec2023	00:40 21Dec2023	
Class: G Seat: 47B Baggage (4): 30K Fare basis: GFFP/BP00	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK Frequent flyer number: 601810521			NVB (2): 01May2023 NVA (3): 01May2024 Duration: 03:45	
Special Service Request	FQTR - FREQUENT TRAVELLER REDEMPTION - CONFIRMED				
DENPASAR-BALI NGURAH RAI Terminal: I	MANILA NINYO AQUINO INTL Terminal: 1	PR538	01:30 29Dec2023	05:25 29Dec2023	
Class: G Seat: 39B Baggage (4): 30K Fare basis: GFFP/BP00	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK Frequent flyer number: 601810521			NVB (2): 01May2023 NVA (3): 01May2024 Duration: 03:55	
Special Service Request	FQTR - FREQUENT TRAVELLER REDEMPTION - CONFIRMED				

(1) OK = Confirmed; RQ = Waitlist; SA = Space Available; NS = No Seat (2) NVB = Not valid before (3) NVA = Not valid after (4) Each passenger can check in a specific amount of baggage at no extra cost as indicated above in the column baggage. Each piece of baggage may not exceed the specified weight.

PAYMENT DETAILS

Fare Calculation: MNL PR DPS1.00PR MNL1.00NUC2.00END
ROE1.000000
Form of payment: FFSR601810521-M29000-PHP112
*A-3585351/PHP112
Form of payment: CC VI XXXXXXXXXXXXX3880
XXXX 082043 /PHP5308
Endorsements: NO VLDTY EXTNSN NONENDO TO OAL NO
MILES CREDIT/NONUPG AWRD RULES APPLY EMD REQD
FOR SURCHARGE

FARE DETAILS

Fare: USD 2.00
Fare equivalent: PHP 112
Taxes: PHP 1620PH
PHP 550LI
PHP 909D5
Carrier Imposed Fees: PHP 1560YQ
Total Amount: PHP 4751
Fee: OBT02 TSC
Total OB Fees: PHP 669
PHP 669

Grand Total:

PHP 5420



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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: **ABE R. FRANCISCO**

Plantilla Position/Designation: **CHIEF, ADMINISTRATIVE OFFICER/CHIEF, MSD**

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: **09178939411** Email Address: **vondaiveraine@gmail.com**

Duration of travel: **December 21-28, 2023**

Destination: **Indonesia**

Purpose: (please check)

☒ Vacation

☐ Tour

☐ Others :

☐ Pilgrimage/Religious activity

☐ Medical purpose

Type of Leave of Absence: **Vacation Leave**

Duration: **December 21-28, 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.:

ERNESTO E. TAÑADA
Name of certifying officer

OIC, PENRO
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

APPLICATION FOR LEAVE

1. OFFICE/DEPARTENT

PENRO Occidental Mindoro

2. NAME

(Last)

FRANCISCO

(First)

ABE

(Middle)

R

3. DATE OF FILING

5/2/2023

4. POSITION

CHIEF, MANAGEMENT SERVICES DIVISION

5. SALARY

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) INDONESIA

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

5

DAY / S

INCLUSIVE DATES

12/21/2023

to

12/22/2023

12/26/2023

to

12/28/2023

6. C COMMUTATION

☒ Not Requested

☐ Requested

ABE R FRANCISCO

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of

MARCH 2023

	Vacation Leave	Sick Leave
Total Earned	111.575	232.500
Less this application	5.00	
Balance	106.575	232.500

Admin officer N (Hhmo 11)

7. B RECOMMENDATION

☒ For Approval

☐ For diasapproval due to

7. C APPROVED FOR:

5

days with pay

days without pay

others (specify)

7. C DISAPPROVED DUE TO: