

APPLICATION FOR LEAVE

1. OFFICE/DEPARTENT

2. NAME

(Last)

(First)

(Middle)

PENRO MAMBURAO

TAÑADA

ERNESTO

ESTRELLANA

3. DATE OF FILING

11/06/2023

4. POSITION

DMO V/01, PENR OFFICER

5. SALARY

6. DETAILS OF APPLICATION

6. A TYPE OF LEAVE TO BE AVAILED OF

☒ Vacation Leave (Sec. 51, Rule XV, Omnibus Ru

☐ 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)

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

11/20/23 — 11/24/23

6. D COMMUTATION

☐ Not Requested

☐ Requested

ERNESTO ESTRELLANA TAÑADA

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of Sept - 2023

	Vacation Leave	Sick Leave
Total Earned	131.581	405.00
Less this application	6.00	-
Balance	125.581	405.00

VON ERIKA S. CAUSAPIN

Administrative Officer IV /

Human Resource Management Officer II

7. B RECOMMENDATION

☐ For Approval

☐ For diasapproval due to

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director

7. C APPROVED FOR:

5 days with pay

days without pay

others (specify)

7. D DISAPPROVED DUE TO: