



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office
Brgy. Labangan, San Jose, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT EMPLOYEE NO. 2. NAME (LAST) (FIRST) (MIDDLE)
CENRO/GIS/OSEC-DENRB-FOR A-318-1998 CASTICIMO LUCELLE BAYRON
3. DATE OF FILING: 09/26/2023 4. POSITION: FOREST RANGER 5. SALARY 15,827.00

6. DETAILS OF APPLICATION

6.A) TYPE OF LEAVE

- ☐ 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 (R.A. No. 11210/IRR Issued by CSC, DOLE and SSS)
☐ Paternity Leave (R.A. No. 6187/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 EO 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 Special Leave Benefit 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
105 DAYS

INCLUSIVE DAYS

October 2, 2023 to January 14, 2024

6.D COMMUTATION

- ☒ Requested
☐ Not Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

AS OF August 31, 2023

	Vacation Leave	Sick Leave
Total Earned	53.400	96.292
Less this application		
Balance	53.400	96.292

KARINA TRIGIA D. SY

ECOMS I/Chief PSU

9. B) RECOMMENDATION

- ☒ For approval
☐ For disapproval due to _____

DONNA MAYOR-GORDOVE, CESO IV

ARD, Management Services

7.C APPROVED FOR:

_____ days with pay
_____ days without pay
_____ others (specify)

7.D DISAPPROVED DUE TO:

FELIX S. MIRASOL, JR. CESO IV

OIC, Regional Executive Director

BY: 09/26/23