



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
PENRO ROMBLON 1028



July 30, 2024

MEMORANDUM

FOR : **FELIX S. MIRASOL, JR., CESO IV**
OIC Regional Executive Director
Department of Environment and Natural Resources -
MIMAROPA Region
6th Floor, Tower 2, Parañaque Integrated Terminal Exchange (PITx)
No. 1 Kennedy Road, Barangay Tambo, Parañaque City 1701

THRU : **DONNA MAYOR-GORDOVE, CESO IV**
Assistant Regional Director
For Management Services

FROM : **The OIC, PENR Officer**
Odiongan, Romblon

SUBJECT : **ENDORSEMENT OF REQUEST FOR PERSONAL TRAVEL
AUTHORITY OF EUNICE MAY A. CACABELOS OF DENR
PENRO ROMBLON**

This is to respectfully endorse the request for Personal Travel Authority of Eunice May A. Cacabelos, Forest Technician II, designated as Planning Assistant under PICT Section and PENRO Information Officer in support for her Personal Travel on September 11-17, 2024.

Please be informed that Mrs. Cacabelos is a Youth Leader in their Church and will be attending a church related activity called the International Strategic Conference in Johor, Malaysia. The following documents ~~are~~ hereby submitted:

1. Letter request
2. Request for Personal Travel Authority
3. Application for Leave (January 29-February 2, 2024)
4. Photo Copy of Trip ticket

For consideration.


CESAR P. ODI



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
PENRO ROMBLON



July 30, 2024

FELIX S. MIRASOL, JR.
Regional Executive Director
DENR-MIMAROPA

Thru: **CESAR P. ODI**
OIC, PENR Officer
PENRO Romblon

Dear Sir,

A blessed day!

The New Breed Praise and Worship Church, which I am a member and currently installed as Admin and Youth Pastor, will be sending representatives to the International Strategic Conference (ISC) at Muar, Johor, Malaysia. The purpose of the said conference is to continually update, upgrade and equip the leaders of the church on the purpose set by God on their lives.

I am writing this letter to humbly request for an authority to travel abroad to attend the said conference starting September 11-17, 2024. I believe that my response to the call of God will help me touch the lives of the young people in and outside the church even those whom I will be meeting during environmental lectures and other environmental activities related to my job.

Rest assured that the said dates will be filed as a vacation leave and no government funds will be utilized during the travel. Attached with this request is the photocopy of my plane ticket, Application for leave and Request for Personal Travel Authority.

I am hoping for your positive response. Thank you and God bless.

Very Truly yours,


EUNICE MAY A. CACABELOS

Forest Technician II/ Designated Information Officer



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)
DENR	CACABELOS	EUNICE MAY	ABELLO
3. DATE OF FILING	July 19, 2024	4. POSITION	FOREST TECH. II
		5. SALARY	Php 20,104.00

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE
<input checked="" 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 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:	<p><i>In case of Vacation/Special Privilege Leave:</i></p> <input type="checkbox"/> Within the Philippines <input checked="" type="checkbox"/> Abroad (Specify) <u>Malaysia</u> <p><i>In case of Sick Leave:</i></p> <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify Illness) <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness)</p> <p><i>In case of Study Leave:</i></p> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other</i> <p>purpose:</p> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR	6.D COMMUTATION
<u>5 days</u> INCLUSIVE DATES <u>September 11, 12, 13, 16 & 17, 2024</u>	<input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested <p><i>gnabe no cacabelos</i> EUNICE MAY A. CACABELOS</p>

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION												
<p>As of <u>July 17, 2024</u></p> <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>30.907</td><td>34.50</td></tr><tr><td>Less this application</td><td>5.000</td><td>-</td></tr><tr><td>Balance</td><td>25.907</td><td>34.50</td></tr></table> <p>GEMMA F. FALLARIA Administrative Officer IV (HRMO II)</p>		Vacation Leave	Sick Leave	Total Earned	30.907	34.50	Less this application	5.000	-	Balance	25.907	34.50	<input type="checkbox"/> For approval <input checked="" type="checkbox"/> For disapproval due to <p>DONNA MAYOR-GORDOVE, CESO IV ARD - Management Services</p>
	Vacation Leave	Sick Leave											
Total Earned	30.907	34.50											
Less this application	5.000	-											
Balance	25.907	34.50											
7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:												
<input checked="" type="checkbox"/> days with pay <u>VL</u> <input type="checkbox"/> days without pay <input type="checkbox"/> others (Specify)													
<p>FELIX S. MIRASOL, JR., CESO IV Regional Executive Director</p>													



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
6th Floor, Tower 2, Parañaque Integrated Terminal Exchange (PITx)
No. 1 Kennedy Road, Barangay Tambo, Parañaque City 1701

REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: EUNICE MAY A. CACABELOS

Plantilla Position/Designation: FOREST TECHNICIAN II/ DESIGNATED AS PLANNING ASSISTANT AND INFORMATION OFFICER

Plantilla Assignment: DENR PENRO ROMBLON

Present Station: DENR PENRO ROMBLON

Office Address: BRGY TABIN-DAGAT, ODIONGAN, ROMBLON

Contact Number: 09496510745

Email Address: eunicemay.0007@gmail.com

Duration of travel: SEPTEMBER 11-SEPTEMBER 17, 2024

Destination: MALAYSIA

Purpose: (please check)

☐ Vacation

☒ Pilgrimage/Religious activity

☐ Tour

☐ Medical purpose

☐ Others :

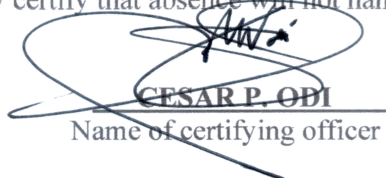
Type of Leave of Absence: VACATION LEAVE

Duration: September 11-17, 2024

Clearance required? ☒ no

(if more than 30 days) ☐ yes Approving authority : _____

I hereby certify that absence will not hamper operational efficiency of the office.:


CESAR P. OBI
Name of certifying officer

PENR Officer
Position/Designation

I hereby endorse the herein request.

FELIX S. MIRASOL, JR., CESO IV
Name of head of office

Regional Executive Director
Position/Designation

CERTIFIED BY:

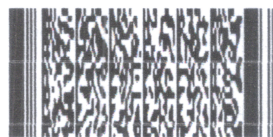
MA. CRISTINA C. RENDORIO
Chief, Personnel Section
Focal Person on Personal Travel Authority



Passenger: Cacabelos Eunice May Abello Mrs (10MAY91)

Booking ref: W7TITO

Ticket number: 079 2530714945



Issuing office:

INTERNET WEB, MANILA, PHILIPPINES

Telephone: -

Date: 27Jun2024

ELECTRONIC TICKET RECEIPT

Please note that registration through the eTravel Portal is required for all international passengers arriving in the Philippines and Filipino passengers departing from the Philippines. Register at: <https://etravel.gov.ph>

At check-in, you must present: (i) a government-issued ID and the document provided for reference during the reservation process; (ii) documentary proof of eligibility for any exemptions or discounts (e.g., OFW, Senior Citizen, PWD, etc.) that were applied at the time of purchase, if applicable.

From	To	Flight	Departure	Arrival	Last check-in
MANILA NINYO AQUINO INTL Terminal: 1	KUALA LUMPUR KUALA LUMPUR INTL Terminal: 1	PR525	06:30 11Sep2024	10:15 11Sep2024	
Class: O Seat: 52K Baggage (4): 30K Fare basis: OPTMY2	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK			NVA (3): 25Sep2024 Duration: 03:45	
KUALA LUMPUR KUALA LUMPUR INTL Terminal: 1	MANILA NINYO AQUINO INTL Terminal: 1	PR528	16:25 17Sep2024	20:20 17Sep2024	
Class: T Seat: 51K Baggage (4): 30K Fare basis: T14APTMY	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK			NVB (2): 13Sep2024 NVA (3): 25Sep2024 Duration: 03:55	

(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

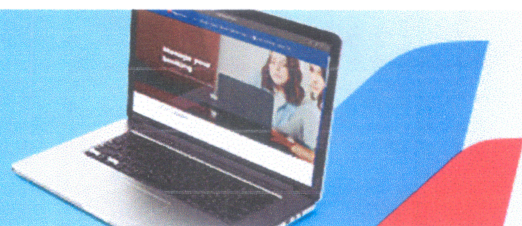
Fare Calculation: MNL PR KUL59.50PR
MNL89.50NUC149.00END ROE1.00
Form of payment: CC CA XXXXXXXXXXXXX8392
XXXX 329732/USD217.80
Endorsements: ECONOMY SUPERSAVER NONEND/
NONREF PENALTIES APPLY

FARE DETAILS

Fare:	USD 149.00
Taxes:	USD 9.40LI USD 1.70G1 USD 0.20H8 USD 15.50MY USD 30.00YQ
Carrier Imposed Fees:	USD 205.80
Total Amount:	USD 205.80
Fee	OBT02 TSC USD 12.00
Total OB Fees:	USD 12.00
Grand Total:	USD 217.80

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LEGAL AND PASSENGER NOTICES

ELECTRONIC TICKET

Travel to, from, within the Philippines is governed by DOTC-DTI Administrative Order No. 01, Series of 2012, text of which may be viewed at: www.philippineairlines.com/PassengerBillOfRights. If the passenger's journey involves an ultimate destination or a stop in a country other than the country of departure, the Warsaw or Montreal Convention, may apply. The applicable treaty, including special contracts of carriage embodied in any applicable tariffs governs and may limit the carrier's liability for death or bodily injury or loss or damage to baggage, and for delay.

Domestic and International air transportation are subject to the conditions of carriage of the transporting carrier(s). Other carriers on which you may be ticketed may have different conditions of carriage. Passengers may obtain further information or inspect the full text of the conditions of carriage and other legal notices which are herein incorporated by reference and made part of the contract of carriage, from any location where the carrier's tickets are sold, or at <https://www.philippineairlines.com/LegalNotices>, which include, but are not limited to:

- (a) Limits on liability for injury or death, and for loss, damage, or delay of baggage, including fragile or perishable goods;
- (b) Claim restrictions, including time periods within which passengers must file a claim or bring action against the carrier;
- (c) Rights of the carrier to change terms of the contract of carriage;
- (d) Rules on reservations, baggage allowance, check-in times, travel documentary requirements & refusal to carry;
- (e) Rights of the carrier & limits of liability for delay, cancellations or failure to perform service including scheduled changes, substitution of air carrier or aircraft and rerouting;
- (f) Refund and rebooking policies; and
- (g) Other important reminders.

The carriage aboard the aircraft of hazardous materials like aerosols, fireworks and flammable liquids is forbidden. Further information on these restrictions may be viewed at <https://www.philippineairlines.com/before-you-fly/baggage-information/restricted-items>

Data Protection Notice - Your Personal Data will be processed in accordance with our Data Privacy Policy which may be viewed at <https://www.philippineairlines.com/about-us/legal-notices/data-privacy-policy> and/or the applicable carrier's privacy policy for flights operated by our partners. If your booking is made via a reservation system provider ("GDS"), their privacy policy may likewise apply.

These are available at: <https://www.iatatravelcentre.com/privacy>, or from the carrier(s) or GDS directly. You should read the documents which apply to your booking as they specify how your Personal Data is collected, stored, used, disclosed and transferred.

For roundtrip/multiple sectors, the most restrictive fare rules shall apply.

Click to view [Fare Rules and Conditions](#)

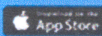
A single piece of checked baggage should weigh no more than 32kgs (70lbs). Any baggage exceeding the 32kgs weight limit should be repacked or will not be accepted for carriage.

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DOCUMENT TRACKING SLIP

Tracking No. ROM2407006034
Description: ENDORSEMENT OF REQUEST FOR PERSONAL TRAVEL AUTHORITY OF EUNICE MAY A. CACABELOS OF DENR PENRO ROMBLON
Source: PENRO ROMBLON - Personnel Unit
Date Created: 2024-07-30 10:17:50
Remarks: [FOR SIGNATURE]

Date:	From:	Action:	To:	Status:	Actions Taken:
2024-07-30 10:17:50	PENRO ROMBLON - Personnel Unit	FORWARDED TO	PENRO ROMBLON - Personnel Unit	ONGOING	-
	Forwarded to	Office of the PENRO For Signature JUL 30 2024			

for release, pls.
TMS 2101