



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

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR	2. NAME: (Last) SABIGAN	(First) GERARDO	(Middle) BENITEZ
3. DATE OF FILING <u>July 1, 2022</u>	4. POSITION Supervising EMS	5. SALARY <u>Php 72, 113.00</u>	

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave(R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <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> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review <i>Other</i></p> <p>purpose: _____</p> <p><input checked="" type="checkbox"/> Monetization of Leave Credits</p> <p><input checked="" type="checkbox"/> Terminal Leave</p>
<p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p style="text-align: center;">74.998 days</p> <p>INCLUSIVE DATES</p> <p>_____</p> <p>_____</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input checked="" type="checkbox"/> Requested</p> <p style="text-align: right;">(Signature of Applicant)</p>

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INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and to be accomplished at least in duplicate with documentary requirements, as follows:

1. Vacation leave*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. Maternity leave* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. Study leave* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or

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- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. Special leave benefits for women* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
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- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
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Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

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Proof of employee's resignation or retirement or separation from the service.

15. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).



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Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. Study leave* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or

d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. Rehabilitation leave* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. Special leave benefits for women* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. Terminal leave*

Proof of employee's resignation or retirement or separation from the service.

15. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).



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

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR	2. NAME: (Last) SABIGAN	(First) GERARDO	(Middle) BENITEZ
3. DATE OF FILING <u>July 1, 2022</u>	4. POSITION <u>Supervising EMS</u>	5. SALARY <u>Php 72, 113.00</u>	

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p><input type="checkbox"/> <i>Others:</i></p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <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> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review <i>Other</i></p> <p><i>purpose:</i> _____</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input checked="" type="checkbox"/> Terminal Leave</p>
<p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p style="text-align: center;">74.998 days</p> <p>INCLUSIVE DATES</p> <p>_____</p> <p>_____</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: right;">(Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p style="text-align: center;">As of June 30, 2022</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td><i>Total Earned</i></td> <td>15.908</td> <td>59.090</td> </tr> <tr> <td><i>Less this application</i></td> <td>-</td> <td>-</td> </tr> <tr> <td><i>Balance</i></td> <td>15.908</td> <td>59.090</td> </tr> </tbody> </table> <p style="text-align: center;"><i>Gemma F. Fallaria</i> GEMMA F. FALLARIA AO-IV (HRMO II)</p>		Vacation Leave	Sick Leave	<i>Total Earned</i>	15.908	59.090	<i>Less this application</i>	-	-	<i>Balance</i>	15.908	59.090	<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____</p> <p style="text-align: center;">DONNA M. GORDOVE, CESO III Assistant Regional Director For Management Services</p>
	Vacation Leave	Sick Leave											
<i>Total Earned</i>	15.908	59.090											
<i>Less this application</i>	-	-											
<i>Balance</i>	15.908	59.090											

<p>7.C APPROVED FOR:</p> <p>74.998 days with pay TERMINAL LEAVE</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">LORMELYN E. CLAUDIO, CESO IV Regional Executive Director</p>
--	--

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and to be accomplished at least in duplicate with documentary requirements, as follows:

1. Vacation leave*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. Maternity leave* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

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d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

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- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

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Republic of the Philippines
 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
 MIMAROPA Region
 Provincial Environment and Natural Resources Office
 Odiongan, Romblon

LEAVE CARD

NAME: **GERARDO B. SABIGAN**
 DATE OF BIRTH: **June 29, 1960**
 1ST DAY OF SERVICE: **August 3, 1981**

POSITION AND DATE OF ORIGINAL APPOINTMENT: **Supervising Ecosystems Mgt. Specialist (September 4, 2015)**
 PRESENT PLACE OF ASSIGNMENT: **DENR-PENRO,ROMBLON**

PERIOD	PARTICULARS	VACATION LEAVE				SICK LEAVE				REMARKS
		BALANCE BROUGHT FORWARD	EARNED	Absence undertime W/ PAY	BALANCE	Absence undertime w/o Pay	EARNED	Absence undertime W/ PAY	BALANCE	
AS OF DECEMBER 2014					69.480				56.590	
Jan.2015-Dec. 2015										
JANUARY			1.25		70.730		1.25		57.840	
FEBRUARY			1.25		71.980		1.25		59.090	
MARCH			1.25		73.230		1.25		60.340	
APRIL	(04-00-00)		1.25	4	70.480		1.25		61.590	VL(4/27-30/15)
MAY			1.25		71.730		1.25		62.840	
JUNE			1.25		72.980		1.25		64.090	
JULY			1.25		74.230		1.25		65.340	
AUGUST			1.25		75.480		1.25		66.590	
SEPTEMBER			1.25		76.730		1.25		67.840	
OCTOBER			1.25		77.980		1.25		69.090	
NOVEMBER			1.25		79.230		1.25		70.340	
DECEMBER			1.25	5	75.480		1.25		71.590	FL(12/21-29/15)
				30	45.480				71.590	30days Monetization
TOTAL					45.480				71.590	

2016									
JANUARY		1.25		46.730		1.25		72.840	
FEBRUARY	(04-00-00)	1.25		47.980		1.25	4	70.090	SL(2/9-12/16)
50 Days Mone as of Dec.31, 2015			20	27.980			30	40.090	50 Days Mone
MARCH		1.25		29.230		1.25		41.340	
APRIL		1.25		30.480		1.25		42.590	
MAY		1.25		31.730		1.25		43.840	
JUNE	(01-00-00)	1.25	(1)	32.98		1.25		45.090	SPL(6/29/16)
JULY		1.25		34.23		1.25		46.340	
AUGUST		1.25		35.480		1.25		47.590	
SEPTEMBER		1.25		36.730		1.25		48.840	
OCTOBER		1.25		37.980		1.25		50.090	
NOVEMBER		1.25		39.230		1.25		51.340	
DECEMBER	(02-00-00)	1.25	(2)	40.480		1.25		52.590	SPL(12/1-2/16)
	5 days FL disapproved			40.480				52.590	FL(12/5-9/16)
TOTAL			10	30.480			20	32.590	30days Monetization
2017									
JANUARY	(00-00-03)	1.25	0.01	31.724		1.25		33.840	
FEBRUARY		1.25		32.974		1.25		35.090	
MARCH		1.25		34.224		1.25		36.340	
APRIL		1.25		35.474		1.25		37.590	
MAY		1.25		36.724		1.25		38.840	
JUNE		1.25		37.974		1.25		40.090	
JULY		1.25		39.224		1.25		41.340	
AUGUST		1.25		40.474		1.25		42.590	
SEPTEMBER		1.25		41.724		1.25		43.840	
OCTOBER		1.25		42.974		1.25		45.090	
NOVEMBER		1.25	15	29.224		1.25	15	31.340	30days Monetization
DECEMBER	5 days FL disapproved	1.25		30.474		1.25		32.590	FL(12/15,18-21)
TOTAL				30.474				32.590	
2018									
JANUARY		1.25		31.724		1.25		33.840	
FEBRUARY		1.25		32.974		1.25		35.090	
MARCH		1.25		34.224		1.25		36.340	

APRIL	(00-00-27)	1.25		35.474		1.25		37.590	
MAY	(01-00-00)	1.25		36.724		1.25		38.840	
JUNE		1.25		37.974		1.25		40.090	
JULY		1.25		39.224		1.25		41.340	
AUGUST	(00-00-37)	1.25		40.474		1.25		42.590	
SEPTEMBER		1.25	30	11.724		1.25		43.840	30days Monetization
OCTOBER		1.25		12.974		1.25		45.090	
NOVEMBER		1.25		14.224		1.25		46.340	
DECEMBER	(05-00-00)	1.25	(1)	15.474		1.25		47.590	SPL(12/5/18)
			(1)	15.474	PSO 18-071			47.590	CTO(12/6/18)
			(1)	15.474	PSO 18-096			47.590	CTO(12/7/18)
	5 days FL disapproved			15.474				47.590	FL(12/17-21/18)
			(2)	15.474				47.590	SPL(12/27-28/18)
TOTAL				15.474				47.590	
2019									
JANUARY		1.25		16.724		1.25		48.840	
FEBRUARY		1.25		17.974		1.25		50.090	
MARCH		1.25		19.224		1.25		51.340	
APRIL	(01-00-00)	1.25	1	19.474		1.25		52.590	VL(4/26/19)
MAY		1.25		20.724		1.25		53.840	
JUNE		1.25		21.974		1.25		55.090	
JULY		1.25		23.224		1.25		56.340	
AUGUST		1.25		24.474		1.25		57.590	
SEPTEMBER	(03-00-00)	1.25	18	7.724		1.25	12	46.840	30 days Monetization
			(1)		PSO-19-038				CTO(9/3)
			(2)						SPL(9/4-5)
OCTOBER	(01-00-00)	1.25	(1)	8.974	RSO-425	1.25		48.090	CTO(10/22)
NOVEMBER		1.25		10.224		1.25		49.340	
DECEMBER	(05-00-00)	1.25	(1)	11.474		1.25		50.590	SPL(12/16)
			4	7.474				50.590	FL(12/17-20)
TOTAL				7.474				50.590	
2020									
JANUARY		1.25		8.724		1.25		51.840	
FEBRUARY		1.25		9.974		1.25		53.090	

MARCH		1.25		11.224		1.25		54.340	
APRIL		1.25		12.474		1.25		55.590	
MAY		1.25	(2)	13.724		1.25		56.840	SPL(5/15,29)
JUNE		1.25	(1)	14.974		1.25		58.090	SPL(6/29)
							2	56.090	SL(6/18-19)
JULY		1.25		16.224		1.25	1	56.340	SL(7/3)
AUGUST		1.25		17.474		1.25		57.590	
SEPTEMBER		1.25	0.04	18.687		1.25	14	44.840	
OCTOBER		1.25	0	19.935		1.25		46.090	
NOVEMBER		1.25	0.03	21.158		1.25		47.340	
DECEMBER	(17-00-00)	1.25	17	5.408		1.25		48.590	VL(12/2-23,28-29)
TOTAL				5.408				48.590	
2021									
JANUARY		1.25		6.658		1.25		49.840	
FEBRUARY		1.25		7.908		1.25		51.090	
MARCH	(03-00-00)	1.25		9.158		1.25	2	50.340	SL (3/15, 17)
							1	49.340	SL (3/22)
APRIL		1.25		10.408		1.25		50.590	
MAY		1.25		11.658		1.25		51.840	
JUNE		1.25		12.908		1.25		53.090	
JULY		1.25		14.158		1.25		54.340	
AUGUST		1.25		15.408		1.25		55.590	
SEPTEMBER		1.25		16.658		1.25		56.840	
OCTOBER		1.25		17.908		1.25		58.090	
NOVEMBER		1.25		19.158		1.25		59.340	
DECEMBER	(11-00-00)	1.25	(3)	20.408		1.25		60.590	SPL (12/15-17)
			5	15.408					VL (12/20-24)
							4	56.590	SL (12/27-29, 31)
TOTAL				15.408				56.590	
2022									
JANUARY	(04-00-00)	1.25	(3)	16.658		1.25		57.840	3 days Booster Shot (1/4-6)
			(1)	16.658					SPL (1/7)
FEBRUARY		1.25		17.908		1.25		59.090	

MARCH	(10-00-00)	1.25	(1)	19.158		1.25		60.340	SPL (3/2)
			(1)	19.158					SPL (3/9)
			2	17.158					VL (3/10-11)
			2	15.158					VL (3/15,17)
							4	56.340	SL (3/22-25)
APRIL	(01-00-00)	1.25		16.408		1.25	1	56.590	SL (4/26)
MAY		1.25		17.658		1.25		57.840	
JUNE	(04-00-00)	1.25	3	15.908		1.25		59.090	VL (6/27-29)
			(1)	15.908	PSO No. 22-58				CTO (6/30)
TOTAL				15.908				59.090	

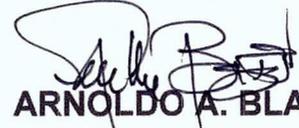
Prepared by:

Reviewed by:

Approved by:


GEMMA F. FALLARIA
 AO IV (HRMO II)


THELMO S. HERNANDEZ
 Chief, Management Services Division


ARNOLDO A. BLAZA, JR.
 OIC, PENR Officer

PORMA BLG. 33
(Narebisa, 1998)



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Kapaligiran at Likas Yaman
Department of Environment and Natural Resources
REHIYON BLG. 4B MIMAROPA
Region IV-B, MIMAROPA
1515 DENR By the Bay Building, Roxas Boulevard, Fermita, Muntinlupa



Ginoong/Gng./Bb.: **GERARDO B. SABIGAN**
Mr./Mrs./Ms.

Kayo ay nahirang na **SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST (SG-22)** *na*
You are hereby appointed as

may katayuang PERMANENTE *sa* DENR, REGION IV-B, MIMAROPA
with a Status at the (Agency)

sa pasahod na FIVE HUNDRED ELEVEN THOUSAND AND EIGHT HUNDRED TWENTY FOUR *piso.*
with a compensation rate of (Php 511,824.00) pesos

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Aytem Blg. OSEC-DENRB-SVEMS-69-2014 *Pahina* N/A
Item No. Page

(Under approved NIOSCA s., 0002014-05-126)

APPROVED AS PERMANENT:

JACINTO C. MATEO III
Director II

Awtorisadong Opisyal
Komisyon ng Serbisyo Sibil
Authorized Official/Civil Service Commission

JAN 06 2016

Petsa
Date

Sumasainyo,
Very truly yours,

OSCAR C. DOMINGUEZ
OIC, Regional Director
MIMAROPA Region

SEP 04 2015

Petsa ng Pagpirma
Date of Signing

Sertipikasyon

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OIC Chief, Personnel Section

Sertipikasyon

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Chairperson
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Mga Notasyon

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Petsa ng paglabas sa KSS/Komisyon

FEB 03 2016

Mga Pagbibigyan ng Kopya:

Orihinal	-	Kopya ng nahirang
Pangalawang Kopya	-	para sa Komisyon ng Serbisyo Sibil
Pangatlong Kopya	-	para sa Ahensiya

PORMA BLG. 33
(Narebisa, 1998)



Republika ng Pilipinas
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Kagawaran ng Kapaligiran at Likas Yaman
Department of Environment and Natural Resources
REHIYON BLG. 4B MIMAROPA
Region IV-B, MIMAROPA
1515 DENR By the Bay Building, Roxas Boulevard, Ternate, Marikina



Ginoong/Gng./Bb.: **GERARDO B. SABIGAN**
Mr./Mrs./Ms.

Kayo ay nahirang na SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST (SG-22) *na*
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with a Status at the (Agency)

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Petsa ng paglabas sa KSS/Komisyon

FEB 03 2016

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Director II

Awtorisadong Opisyal
Komisyon ng Serbisyo Sibil
Authorized Official/Civil Service Commission

JAN 06 2016

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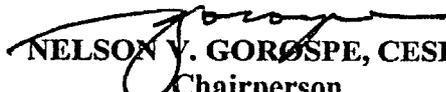
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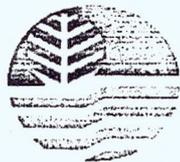
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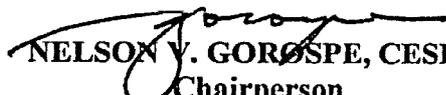
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January 17, 2022

Notice of Salary Adjustment

Mr. Gerardo B. Sabigan
DENR-ROMBLON
Odiongan, Romblon

Sir:

Pursuant to the National Budget Circular No. 579 dated January 24, 2020, implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 1, 2022, as follows:

- | | |
|--|---------------------------|
| 1. Adjusted monthly basic salary effective January 1, 2022, under the New Salary Schedule; SG 22, Step 3 | P 72,113.00 |
| 2. Actual monthly basic salary as of December 31, 2021; SG 22, Step 3 | <u>P 70,565.00</u> |
| 3. Monthly salary adjustment effective January 1, 2022 (1-2) | P 1,548.00 |

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director
for Management Services

Position Title: **SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST**
Salary Grade: **22-3**
Item No. /Unique Item No. FY ____ Personal Services Itemization
and/or Plantilla of Personnel: **OSEC-DENRB-SVEMS-69-2014**
Copy Furnished: **GSIS**



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