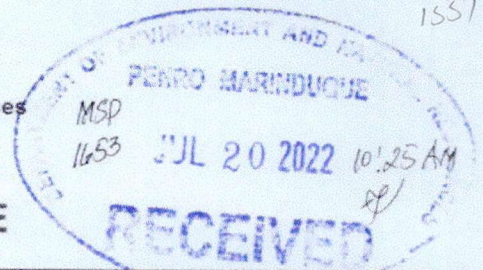


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Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **PENRO/TSD** 2. NAME : (Last) **LOZANO** (First) **CYNTHIA** (Middle) **URUBIO**

3. DATE OF FILING **July 20, 2022** 4. POSITION **DMO V / CHIEF, TSD** 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ 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. 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 (R.A. 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 (R.A. 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 (R.A. No. 9710 / CSC MC No. 25, s. 2010)
☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
☐ Adoption Leave (R.A. 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 Benefits 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
one (1) day only

INCLUSIVE DATES

July 11, 2022

6.D COMMUTATION

- ☐ Not Requested
☐ Requested

CYNTHIA URUBIO
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **June, 2022**

	Vacation Leave	Sick Leave
Total Earned	157.831	343.333
Less this application		1.00
Balance	157.831	342.333

Eden P. Palacios
EDEN P. PALACIOS

Administrative Officer IV

7.B RECOMMENDATION

- ☐ For approval
☐ For disapproval due to _____

Digitally
signed
by Diaz
Imelda
Mendoza

IMELDA M. DIAZ
OIC, PENR Officer

7.C APPROVED FOR:

1 days with pay **SL**
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

(Authorized Official)



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PENRO/TSD	2. NAME : (Last) LOZANO (First) CYNTHIA (Middle) URUBIO												
3. DATE OF FILING July 20, 2022	4. POSITION DMO V / CHIEF, TSD 5. SALARY _____												
6. DETAILS OF APPLICATION													
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6.C NUMBER OF WORKING DAYS APPLIED FOR one (1) day only INCLUSIVE DATES July 11, 2022	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested CYNTHIA U. LOZANO (Signature of Applicant)												
7. DETAILS OF ACTION ON APPLICATION													
7.A CERTIFICATION OF LEAVE CREDITS As of September <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>157.831</td><td>343.333</td></tr><tr><td>Less this application</td><td></td><td>1.00</td></tr><tr><td>Balance</td><td>157.831</td><td>342.333</td></tr></tbody></table> EDEN P. PALACIOS Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	157.831	343.333	Less this application		1.00	Balance	157.831	342.333	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ Imelda M. Diaz OIC, PENR Officer Digitally signed by Diaz Imelda Mendoza
	Vacation Leave	Sick Leave											
Total Earned	157.831	343.333											
Less this application		1.00											
Balance	157.831	342.333											
7.C APPROVED FOR: 1 days with pay _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____ _____												
(Authorized Official)													



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PENRO/TSD	2. NAME : (Last) LOZANO (First) CYNTHIA (Middle) URUBIO
3. DATE OF FILING July 20, 2022	4. POSITION DMO V / CHIEF, TSD
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6.C NUMBER OF WORKING DAYS APPLIED FOR one (1) day only INCLUSIVE DATES July 11, 2022	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested CYNTHIA B. LOZANO (Signature of Applicant)

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	Vacation Leave	Sick Leave											
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(Authorized Official)													



Republic of the Philippines
Department of Environment and Natural Resources
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APPLICATION FOR LEAVE

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