



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

APPLICATION FOR LEAVE



1. OFFICE/DEPARTMENT PENRO/TSD	2. NAME : (Last) LOZANO	3. DATE OF FILING August 12, 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
two (3) days only

INCLUSIVE DATES
August 8 - 10, 2022

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

CYNTHIA M. LOZANO
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of Sept. 2022

	Vacation Leave	Sick Leave
Total Earned	159.081	341.583
Less this application		3.00
Balance	159.081	338.583

EDEN P. PALACIOS

Administrative Officer IV

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to

Digitally signed
by Diaz
Imelda
Mendoza
OIC, PENR Officer

7.C APPROVED FOR:

3 days with pay SL
days without pay
others (Specify)

7.D DISAPPROVED DUE TO:

(Authorized Official)



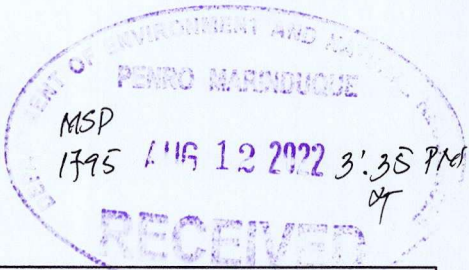
Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PENRO/TSD	2. NAME : (Last) LOZANO (First) CYNTHIA (Middle) URUBIO													
3. DATE OF FILING August 12, 2022	4. POSITION DMO V / CHIEF, TSD	5. SALARY												
6. DETAILS OF APPLICATION														
6.A TYPE OF LEAVE TO BE AVAILED OF <input 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 checked="" 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 (R.A. 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 (R.A. 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 (R.A. 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) Others:		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify Illness) <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR two (3) days only INCLUSIVE DATES August 8 - 10, 2022		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align: right;">CYNTHIA U. LOZANO (Signature of Applicant)</div>												
7. DETAILS OF ACTION ON APPLICATION														
7.A CERTIFICATION OF LEAVE CREDITS As of Sept. 2022 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>159.081</td><td>341.583</td></tr><tr><td>Less this application</td><td></td><td>3.00</td></tr><tr><td>Balance</td><td>159.081</td><td>338.583</td></tr></tbody></table> <div style="text-align: center;">EDEN P. PALACIOS Administrative Officer IV</div>			Vacation Leave	Sick Leave	Total Earned	159.081	341.583	Less this application		3.00	Balance	159.081	338.583	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to <div style="text-align: right;">IMELDA M. DIAZ Digitally signed by Diaz Imelda Mendoza OIC, PENR Officer</div>
	Vacation Leave	Sick Leave												
Total Earned	159.081	341.583												
Less this application		3.00												
Balance	159.081	338.583												
7.C APPROVED FOR: 3 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) (First) (Middle) LOZANO CYNTHIA URUBIO												
3. DATE OF FILING August 12, 2022	4. POSITION DMO V / CHIEF, TSD 5. SALARY _____												
6. DETAILS OF APPLICATION													
6.A TYPE OF LEAVE TO BE AVAILED OF <input 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 checked="" 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) Others: _____	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR two (3) days only INCLUSIVE DATES August 8 - 10, 2022	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested CYNTHIA B. LOZANO (Signature of Applicant)												
7. DETAILS OF ACTION ON APPLICATION													
7.A CERTIFICATION OF LEAVE CREDITS As of July 2022 <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>159.081</td><td>341.583</td></tr><tr><td>Less this application</td><td></td><td>3.00</td></tr><tr><td>Balance</td><td>159.081</td><td>338.583</td></tr></tbody></table> Eden P. Palacios Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	159.081	341.583	Less this application		3.00	Balance	159.081	338.583	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ IMELDA M. DIAZ OIC, PENR Officer
	Vacation Leave	Sick Leave											
Total Earned	159.081	341.583											
Less this application		3.00											
Balance	159.081	338.583											
7.C APPROVED FOR: 3 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 August 12, 2022	4. POSITION DMO V / CHIEF, TSD 5. SALARY _____												
6. DETAILS OF APPLICATION													
6.A TYPE OF LEAVE TO BE AVAILED OF <input 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 checked="" 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) Others: _____	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR two (3) days only INCLUSIVE DATES August 8 - 10, 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 Sept. 2022 <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>159.081</td><td>341.583</td></tr><tr><td>Less this application</td><td></td><td>3.00</td></tr><tr><td>Balance</td><td>159.081</td><td>338.583</td></tr></tbody></table> EP. EDEN P. PALACIOS Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	159.081	341.583	Less this application		3.00	Balance	159.081	338.583	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ IMELDA M. DIAZ OIC, PENR Officer
	Vacation Leave	Sick Leave											
Total Earned	159.081	341.583											
Less this application		3.00											
Balance	159.081	338.583											
7.C APPROVED FOR: 3 days with pay SL ____ days without pay ____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____ _____												
(Authorized Official)													