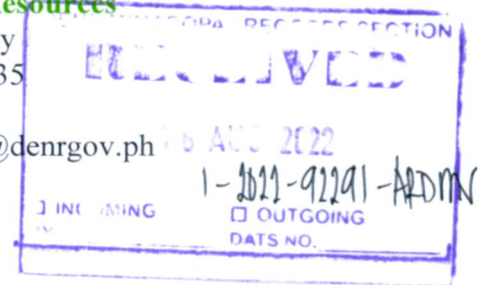




Republic of the Philippines  
**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669

Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)



**MEMORANDUM**

**FOR : THE REGIONAL EXECUTIVE DIRECTOR**  
DENR – MIMAROPA  
Roxas Boulevard, Manila

**FROM : THE OIC, DIRECTOR**  
Human Resource Development Service

**SUBJECT : REQUEST FOR PERSONAL TRAVEL AUTHORITY OF**  
**ASSISTANT REGIONAL DIRECTOR DONNA MAYOR-**  
**GORDOVE TO EUROPE ON OCTOBER 22, 2022 TO**  
**NOVEMBER 06, 2022**

**DATE : 15 August 2022**

---

We are returning herewith without action the request for Personal Travel Authority (PTA) to Europe of Donna Mayor-Gordove, Assistant Regional Director for Management Services of the DENR – MIMAROPA for the period covering October 22, 2022 to November 06, 2022.

Please be informed that pursuant to Section III, Page 35 of 52 of DAO No. 2022-09 dated 30 May 2022 re: Manual of Authorities on Human Resource Matters, the approving authority of leave of absence of Assistant Regional Director is the Regional Executive Director.

For your information.

*M. M. M.*  
**MIRIAM M. MARCELO**



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
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MAY 30 2022

**DENR ADMINISTRATIVE ORDER**

**No. 2022 - 09**

**SUBJECT :     MANUAL OF AUTHORITIES ON HUMAN RESOURCE MATTERS**

In the interest of the service, and in order to align delegated authorities of certain DENR Officials with the existing organizational structure, the Manual of Authorities on Human Resource Matters is hereby prescribed.

The attached Manual shall enhance transparency/accountability and serve as reference to expedite the processing/approval of documents pertaining to human resource matters. It shall provide guidance to officials and employees on the delegated authorities at the Central and Regional/Field Offices, Bureaus, including relevant concerns of the Attached Agencies.

This Order supersedes DENR Administrative Order No. 2014-03 dated 26 March 2014 and all other issuances inconsistent herewith involving delegated authority.

This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgement of receipt of a copy thereof by the Office of the National Administrative Register, UP Law Center.

  
**JIM C. SAMPILNA, CESO I**  
Acting Secretary



Publication: The Manila Times  
June 08, 2022

Acknowledgement: ONAR, U.P. Law Center  
June 08, 2022



Department of Environment and Natural Resources  
Manual of Authorities on Human Resource Matters

SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 35 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO	ARD MS	RED	
EMB/MGB RO	RD, RED	BD	
PENR Office/ CENR Office	PENRO, ARD MS	RED	
3. Below 30 Days			
3.a USec		Secretary	
ASec/Service Director /RED/BD	Supervising USec	USec supervising HRDS	
RD	ABD	BD	
ARD		RED	
ABD		BD	
3.b PENRO/CENRO	ARD MS	RED	
3.c Division Chief			
Central Office	Service Director, Supervising ASec, Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO	ARD MS	RED	
EMB/MGB RO	RD	BD	
PENR Office/ CENR Office	Chief MSD	PENRO	


6: 24





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)												
	GORDOVE	DONNA	MAYOR												
3. DATE OF FILING <u>08 August 2022</u>	4. POSITION <u>Director III</u>	5. SALARY <u>120,000.00++</u>													
<b>6. DETAILS OF APPLICATION</b>															
<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b>  <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> <b>Mandatory/Forced Leave</b> (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)  Others: _____		<b>6.B DETAILS OF LEAVE</b>  <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input checked="" type="checkbox"/> <b>Abroad (Specify) <u>Europe</u></b> _____  <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													
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> four (4) days  INCLUSIVE DATES 24-27 October 2022		<b>6.D COMMUTATION</b> <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested   (Signature of Applicant)													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table> _____ (Authorized Officer)			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<b>7.B RECOMMENDATION</b> <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____   GILBERT C. GONZALES, CESO III OIC, Assistant Secretary Field Operations - Luzon and Visayas (Authorized Officer)	
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
<b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify) _____		<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____													
 ATTY. ERNESTO D. ADOBO JR., CESO I Undersecretary, Legal, Administration, Human Resources and Legislative Affairs (Authorized Official)															



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)												
	GORDOVE	DONNA	MAYOR												
3. DATE OF FILING <u>08 August 2022</u>	4. POSITION <u>Director III</u>	5. SALARY <u>120,000.00++</u>													
<b>6. DETAILS OF APPLICATION</b>															
<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <input checked="" type="checkbox"/> <b>Vacation Leave</b> (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Mandatory/Forced Leave</b> (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Sick Leave</b> (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Maternity Leave</b> (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> <b>Paternity Leave</b> (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> <b>Special Privilege Leave</b> (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Solo Parent Leave</b> (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> <b>Study Leave</b> (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>10-Day VAWC Leave</b> (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> <b>Rehabilitation Privilege</b> (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Special Leave Benefits for Women</b> (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> <b>Special Emergency (Calamity) Leave</b> (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> <b>Adoption Leave</b> (R.A. No. 8552)  Others: _____		<b>6.B DETAILS OF LEAVE</b> <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> <b>Within the Philippines</b> _____ <input checked="" type="checkbox"/> <b>Abroad (Specify)</b> <u>Europe</u> _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> <b>In Hospital (Specify Illness)</b> _____ <input type="checkbox"/> <b>Out Patient (Specify Illness)</b> _____  <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____  <i>In case of Study Leave:</i> <input type="checkbox"/> <b>Completion of Master's Degree</b> <input type="checkbox"/> <b>BAR/Board Examination Review</b> <i>Other purpose:</i> <input type="checkbox"/> <b>Monetization of Leave Credits</b> <input type="checkbox"/> <b>Terminal Leave</b>													
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> five (5) days  <b>INCLUSIVE DATES</b> <u>28 and 31 October and 3, 4, and 7 November 2022</u>		<b>6.D COMMUTATION</b> <input checked="" type="checkbox"/> <b>Not Requested</b> <input type="checkbox"/> <b>Requested</b> <div style="text-align: right;"> (Signature of Applicant)</div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table> _____ (Authorized Officer)			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<b>7.B RECOMMENDATION</b> <input type="checkbox"/> <b>For approval</b> <input type="checkbox"/> <b>For disapproval due to</b> _____ <div style="text-align: right;"> GILBERT C. GONZALES, CESO III OIC, Assistant Secretary Field Operations - Luzon and Visayas (Authorized Officer)</div>	
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
<b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify) _____		<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____													
 ATTY. ERNESTO D. ADOBO JR., CESO I Undersecretary, Legal, Administration, Human Resources and Legislative Affairs (Authorized Official)															



**1<sup>st</sup> Indorsement**  
08 August 2022

Respectfully forwarded to the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, and the Undersecretary for Field Operations - Luzon, Visayas and Environment, Department of Environment and Natural Resources, the herein documents pertinent to the request of ARDDonna Mayor-Gordove, for an Authority to Travel to Europe for the period 22 October 2022 to 07 November 2022, inclusive of travel time, to celebrate their 25<sup>th</sup> wedding anniversary.

Please be informed that inasmuch as no government funds shall be spent relative to the aforementioned travel, and since the same will not hamper the smooth operation of this office, it is hereby recommended that favorable consideration be afforded on the matter requested.

For your kind consideration and approval.

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director





**MEMORANDUM FOR THE SECRETARY**

**THRU :** **THE UNDERSECRETARY**  
Legal, Administration, Human Resources and Legislative Affairs

**THE UNDERSECRETARY**  
Field Operations - Luzon, Visayas and Environment

**THE ASSISTANT SECRETARY**  
Field Operations- Luzon and Visayas

**THE REGIONAL EXECUTIVE DIRECTOR**  
DENR-MIMAROPA

**FROM :** **THE ASSISTANT REGIONAL DIRECTOR**  
Management Services

**SUBJECT :** **REQUEST FOR AUTHORITY TO TRAVEL ABROAD ON A  
PERSONAL BASIS FROM 22 OCTOBER 2022 TO 06  
NOVEMBER 2022**

**DATE :** **08 August 2022**

This is to formally request Authority to Travel to Europe on a personal basis from 22 October 2022 to 07 November 2022, inclusive of travel time, to celebrate our 25<sup>th</sup> wedding anniversary.

Early request for Travel Authority is made to give us ample time to prepare for the event/travel (e.g., chapel reservation, visa application, airline and hotel bookings, etc.), avail of airline discounts, and prevent the incurrence of unnecessary expenses due to cancelled reservations.

It is earnestly hope that you would find the request meritorious thereby warranting your approval. Rest assured that necessary preparations will be undertaken by the undersigned to ensure the smooth operation of the office during her absence.

Also attached for approval are Leave Applications for the period covered of subject travel.

For your favorable consideration, please.

  
**DONNA MAYOR-GORDOVE, CESO IV**