

Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Visayas Avenue, Diliman, Quezon City 1100  
Tel Nos. (632) 929-66-26 to 29 • (632) 928-72-18  
926-26-91 • 925-23-40



### REFERRAL SLIP

23 August 2022

For: The Regional Executive Director

Office: DENR Region IV-B

Address : Roxas Blvd., Manila

Attention: The Chief, Administrative Division

Subject: Approved Record of Attendance for the month of July 2022 and application for two (2) days special leave privilege of RED LORMELYN E. CLAUDIO on 07 – 08 July 2022.

Action requested:

- |                              |                              |
|------------------------------|------------------------------|
| ( ) For evaluation           | ( ) For feedback             |
| ( ) For appropriate action   | ( ) For review/consideration |
| ( ) For concurrence/approval | ( x ) For information        |

  
MIRIAM M. MARCELO  
Chief, Personnel Division



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City, 1100  
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618  
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491  
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 455-3300

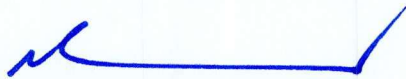
## RECORD OF ATTENDANCE/LEAVE

(For Third Level Appointee/Designated OICs Only)

I hereby certify that I have rendered services for the month of July 1-31, 2022 except on the following dates due to the reason/s indicated (please check type of leave availed of/purpose and/or destination of travel:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS* (Special Leave Privileges, Forced Leave, etc.)
July 7-8, 2022			Special Privilege Leave

This Certification is being issued in accordance with Sec. 3 of Rule XVII on Government Office Hours of the CSC Hours of the CSC Laws and Rules.

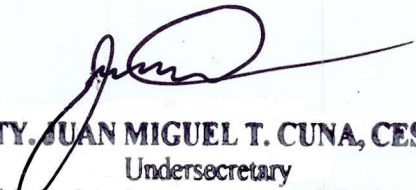
  
LORMELYN E. CLAUDIO  
(Name and Signature)

Regional Executive Director  
(Position/Designation)

DENR Region IV-B  
(Place of Assignment)

(Date)

Noted:

  
**ATTY. JUAN MIGUEL T. CUNA, CESO I**  
Undersecretary  
Field Operations for Luzon, Visayas & Environment





Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Visayas Avenue, Diliman, Quezon City

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR MIMAROPA	2. NAME : (Last) (First) (Middle) CLAUDIO LORMELYN ESTRADA												
3. DATE OF FILING <u>JULY 04, 2022</u>	4. POSITION <u>REGIONAL EXECUTIVE DIRECTOR</u> 5. SALARY _____												
<b>6. DETAILS OF APPLICATION</b>													
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 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 checked="" type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input checked="" 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 <u>2</u>  INCLUSIVE DATES <u>JULY 07-08, 2022</u>	6.D COMMUTATION <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested  <u>LORMELYN E. CLAUDIO, CESO IV</u> (Signature of Applicant)												
<b>7. DETAILS OF ACTION ON APPLICATION</b>													
7.A CERTIFICATION OF LEAVE CREDITS  As of _____ <table border="1"><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			7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  _____  ATTY. JUAN MIGUEL T. CUNA, CESO I Undersecretary for Field Operations - Luzon, Visayas & Environment (Authorized Officer)
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
7.C APPROVED FOR: ____ days with pay ____ days without pay ____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____												
  ATTY. ERNESTO D. ADOBO, JR., CESO I Undersecretary for Legal, Administration, Human Resources and Legislative Affairs (Authorized Official)													