

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 |

M. M. Marcelo
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

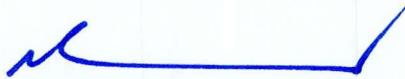
RECORD OF ATTENDANCE/LEAVE

(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.

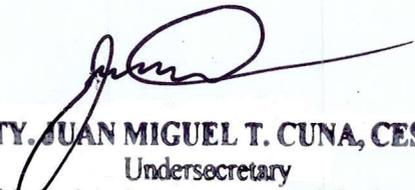

LORMELYN E. CLAUDIO
(Name and Signature)

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



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 _____

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 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 (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 (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
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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)
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7. DETAILS OF ACTION ON APPLICATION

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 checked="" 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: _____ _____
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ATTY. ERNESTO D. ADOBO, JR., CESO I
 Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
 (Authorized Official)