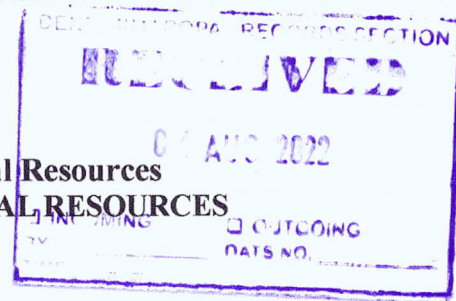




Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA



July 21, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
Roxas Blvd., Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR TRAVEL AUTHORITY**

Respectfully forwarding herewith is the request for the issuance of Travel Authority of Land Management Inspector Crishella E. Coden on October 17-21, 2022 to South Korea together with her pertinent documents.

For information and consideration.


ERNESTO E. TAÑADA



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA

July 21, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
Roxas Blvd., Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR TRAVEL AUTHORITY**

Respectfully forwarding herewith is the request for the issuance of Travel Authority of Land Management Inspector Crishella E. Coden on October 17-21, 2022 to South Korea together with her pertinent documents.

For information and consideration.


ERNESTO E. TAÑADA



Republic of the Philippines

Department of Environment and Natural Resources

MIMAROPA Region

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

MEMORANDUM

FOR : The OIC, PENR Officer
DENR-PENRO Occidental Mindoro

THRU : The Chief, Management Services Division
DENR-PENRO Occidental Mindoro

FROM : The CENR Officer

SUBJECT : **REQUEST FOR TRAVEL AUTHORITY OF LAND
MANAGEMENT INSPECTOR (LMI) CRISHELLA E.
CODEN**

Respectfully forwarded is the request for travel authority of LMI Crishella A. Coden to South Korea this coming October 17-21, 2022.

Relative hereto, this Office interposes no objection on the said request. Further, ^{her} absence during that period will not hamper the delivery of basic services much more it will not affect the accomplishment of Regulations and Permitting Section (RPS). Hence, we strongly recommend its approval.

For information and consideration.

MSD	
RECEIVED BY:	7/15/22
DATE:	TIME:
RELEASED BY:	
DATE:	TIME:

FOR. ANASTACIO A. SANTOS, MPA

PENRO	
MSO 83-1	
DATE:	07-05-22
TIME:	01:01

RECORDS	
RECEIVED BY:	7/15/22
DATE:	TIME:
RELEASED BY:	
DATE:	TIME:



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sablayan, Occidental Mindoro

July 4, 2022

FOR : The CENR Officer
Sablayan Occ. Mindoro

FROM : CRISHELLA E. CODEN
Land Management Inspector

SUBJECT : **REQUEST FOR TRAVEL AUTHORITY**

The undersigned is scheduled to have a personal vacation/out of the country travel to South Korea this coming October 17-21, 2022 with my co-members of Daughters of Mary Immaculate International, a religious organization under Nuestra Señora Del Pilar Parish of Mamburao Occ. Mindoro. Relative hereto, may I request for the processing and issuance of Travel Authority which is mandatory requirement for a government employee who wish to travel abroad.

Attached is a copy of my application for Vacation Leave on aforementioned dates.

For his information, consideration and approval.


CRISHELLA E. CODEN



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sablayan, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CENRO SABLAYAN	2. NAME : (Last) CODEN (First) CRISHELLA (Middle) ESGUERRA	
3. DATE OF FILING JULY 4, 2022	4. POSITION LAND MANAGEMENT INSPECTOR	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** (RA No. 11210/IRR Issued by CSC, DOLE and SSS)
☐ **Paternity Leave** (RA No. 8187 / CSC MC No. 71 s 1998 as amended)
☐ **Special Privilege Leave** (Sec 21, Rule No. XVI, Omnibus Rules Implementing E.O. No. 292)
☐ **Solo Parent Leave** (RA 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** (RA No. 9262 / CSC MC No. 15, s 2005)
☐ **Rehabilitation Leave** (Sec 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ **Special Leave Benefits for Women** (RA No. 9710 / CSC MC No. 25, s 2010)
☐ **Special Emergency (Calamity) Leave** (CSC MC No. 2, s 2012, as amended)
☐ **Adoption Leave** (RA No. 8552)

Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

☐ **Within the Philippines**

☒ **Abroad (Specify)**

KOREA

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

FIVE (5) DAYS

INCLUSIVE DATES

OCTOBER 17-21, 2022

6.D COMMUTATION

☐ **Not Requested**

☐ **Requested**

CRISHELLA E. CODEN

Signature of Applicant

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

REYNALDO A. DAÑO

Admin Officer/Chief, Planning & Support Unit

7.B RECOMMENDATION

☐ **For Approval**

☐ **For disapproval due to**

ROLANDO L. MATANGUIHAN

Immediate Supervisor

7.C APPROVED FOR:

_____ days with pay

_____ days without pay

_____ others (Specify)

7.D DISAPPROVED DUE TO:

FOR. ANASTACIO A. SANTOS, MPA

CENR Officer



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sablayan, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CENRO SABLAYAN	2. NAME : (Last) CODEN (First) CRISHELLA (Middle) ESGUERRA	
3. DATE OF FILING JULY 4, 2022	4. POSITION LAND MANAGEMENT INSPECTOR	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** (RANO. 11210/IRR Issued by CSC, DOLE and SSS)
☐ **Paternity Leave** (RA No. 8187 / CSC MC No. 71 s 1998 as amended)
☐ **Special Privilege Leave** (Sec 21, Rule No. XVI, Omnibus Rules Implementing E.O. No. 292)
☐ **Solo Parent Leave** (RA 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** (RA No. 9262 / CSC MC No. 15, s 2005)
☐ **Rehabilitation Leave** (Sec 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ **Special Leave Benefits for Women** (RA No. 9710 / CSC MC No. 25, s 2010)
☐ **Special Emergency (Calamity) Leave** (CSC MC No. 2, s 2012, as amended)
☐ **Adoption Leave** (RA No. 8552)

Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

☐ **Within the Philippines**

☒ **Abroad (Specify)** South Korea

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
FIVE (5) DAYS**

INCLUSIVE DATES

OCTOBER 17-21, 2022

6.D COMMUTATION

☐ **Not Requested**

☐ **Requested**

CRISHELLA E. CODEN

Signature of Applicant

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

REYNALDO A. DAÑO

Admin Officer/Chief, Planning & Support Unit

7.B RECOMMENDATION

☐ **For Approval**

☐ **For disapproval due to** _____

ROLANDO L. MATANGUIHAN

Immediate Supervisor

7.C APPROVED FOR:

_____ days with pay

_____ days without pay

_____ others (Specify)

7.D DISAPPROVED DUE TO:

FOR. ANASTASIO A. SANTOS, MPA

CENR Officer

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **CENRO SABLAYAN** 2. NAME (Last) **CODEN** (First) **CRISHELLA** (Middle) **ESGUERRA**

3. DATE OF FILING **July 11, 2022** 4. POSITION **Land Management Inspector** 5. SALARY **P 16,325.00**

6. DETAILS OF APPLICATION

6. A TYPE OF LEAVE TO BE AVAILED OF

- ☒ **Vacation Leave** (Sec. 51, Rule XV, 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/MRR issued by CSC, DOLE and SSS)
☐ **Paternity Leave** (RA 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** (RA 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** (RA 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** (RA No. 9710 / CSC MC No. 25, S. 2010)
☐ **Special Emergency (Calamity) Leave** (CSC MC no. 2, S. 2012, as amended)
☐ **Adoption Leave** (RA No. 8552)
☐ **Others**

6. B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) **Seoul Korea**

In case of Sick Leave:

In Hospital (Specify illness) _____

Out Patient (Specify illness) _____

In case of Study Leave:

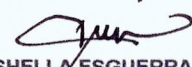
Other Purpose:

6. C NUMBER OF WORKING DAYS APPLIED FOR

5 DAY / S
INCLUSIVE DATES
October 17 to 21, 2022

6. D COMMUTATION

Not Requested
Requested


CRISHELLA ESGUERRA CODEN
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		-
Balance		

VON ERIKA S. CAUSAPIN

Chief Administrative Officer IV(HRMO II)

7. B RECOMMENDATION

For Approval

For disapproval due to _____

LORMELYN E. CLAUDIO, CESO IV

OIC, Regional Executive Director

7. C APPROVED FOR:

5 days with pay
____ days without pay
____ others (specify)

7. D DISAPPROVED DUE TO:

HIRO V. MASUDA, DBA, CESO III
ASEC for Human Resources, Strategic
Communication & Sectoral Initiatives

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **CENRO SABLAYAN** 2. NAME (Last) **CODEN** (First) **CRISHELLA** (Middle) **ESGUERRA**

3. DATE OF FILING **July 11, 2022** 4. POSITION **Land Management Inspector** 5. SALARY **P 16,325.00**

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☒ **Vacation Leave** (Sec. 51, Rule XV, 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)
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☐ **Special Privilege Leave** (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ **Solo Parent Leave** (RA 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** (RA 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** (RA No. 9710 / CSC MC No. 25, S. 2010)
☐ **Special Emergency (Calamity) Leave** (CSC MC no. 2, S. 2012, as amended)
☐ **Adoption Leave** (RA No. 8552)
☐ **Others**

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) **Seoul Korea**

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

In case of Study Leave:

Other Purpose:


6.C NUMBER OF WORKING DAYS APPLIED FOR

5 DAY / S
INCLUSIVE DATES
October 17 to 21, 2022

6.D COMMUTATION

Not Requested

Requested


CRISHELLA ESGUERRA CODEN
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

as of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		-
Balance		

VON ERIKA S. CAUSAPIN

Chief Administrative Officer IV(HRMO II)

7.B RECOMMENDATION

For Approval

For disapproval due to _____

LORMELYN E. CLAUDIO, CESO IV

OIC, Regional Executive Director

7.C APPROVED FOR:

5 days with pay
____ days without pay
____ others (specify)

7.D DISAPPROVED DUE TO:

HIRO V. MASUDA, DBA, CESO III
ASEC for Human Resources, Strategic
Communication & Sectoral Initiatives



Booking ID: FMNPH30T959DX0

Booking Date: Jun 07, 2022

*Please refer to airline website for additional COVID-19 precautionary measures for passengers.

✈ Onward (10/17/2022)

Non-Refundable

Flight 1

Departing

Arriving

	Cebu Pacific 5J-188	MNL Manila Manila, Terminal-Terminal 3 Mon 17 Oct 2022, 13:00	ICN Seoul Incheon Intl Arpt, Terminal-ICN Airport Mon 17 Oct 2022, 18:10	Non Stop 4h 10m
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✈ Return (10/21/2022)

Non-Refundable

Flight 1

Departing

Arriving

	Cebu Pacific 5J-189	ICN Seoul Incheon Intl Arpt, Terminal-ICN Airport Fri 21 Oct 2022, 19:45	MNL Manila Manila, Terminal-MNL Airport Fri 21 Oct 2022, 22:45	Non Stop 4h 0m
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Passenger(s) Details

Passport Details

PNR

FF No

E-Ticket

Insurance No.

Status

1	MS NORA ALFARO Adult (Nov 18, 1963)	P411202B, Jan 02, 2030, Philippines	XK682N		XK682N		Confirmed
2	MS MA ANGELIKA MERCENE Adult (Nov 24, 1998)	P9502997A, Nov 11, 2028, Philippines	XK682N		XK682N		Confirmed
3	MS DAISYLEN AMOYAN Adult (Aug 08, 1960)	P9503095A, Nov 11, 2028, Philippines	XK682N		XK682N		Confirmed
4	MS Gloria Mercene Adult (Nov 18, 1963)	P9503049A, Nov 11, 2028, Philippines	XK682N		XK682N		Confirmed
5	MR ALEXANDER CODEN Adult (Jan 24, 1969)	P479005A, Oct 21, 2030, Philippines	XK682N		XK682N		Confirmed
6	MS CRISHELLA CODEN Adult (Mar 10, 1975)	EC4677357, Jul 16, 2030, Philippines	XK682N		XK682N		Confirmed

Flight: 5J-188

Meals

Seat

Purchased Baggage

MS NORA ALFARO			20.0 kg
MS MA ANGELIKA MERCENE			20.0 kg
MS DAISYLEN AMOYAN			20.0 kg
MS Gloria Mercene			20.0 kg
MR ALEXANDER CODEN			20.0 kg
MS CRISHELLA CODEN			20.0 kg

Flight: 5J-189

Meals

Seat

Purchased Baggage



Booking ID: FMNPH30T959DX0

Booking Date: Jun 07, 2022

*Please refer to airline website for additional COVID-19 precautionary measures for passengers.

→ Onward 1 Flight(s)				Non-Refundable
Flight 1	Departing	Arriving		
Cebu Pacific 5j-188	MNL Manila Manila, Terminal-Terminal 3 Mon 17 Oct 2022, 13:00	ICN Seoul Incheon Intl Arpt, Terminal-ICN Airport Mon 17 Oct 2022, 18:10		Non Stop 4h 10m

← Return 1 Flight(s)				Non-Refundable
Flight 1	Departing	Arriving		
Cebu Pacific 5j-189	ICN Seoul Incheon Intl Arpt, Terminal-ICN Airport Fri 21 Oct 2022, 19:45	MNL Manila Manila, Terminal-MNL Airport Fri 21 Oct 2022, 22:45		Non Stop 4h 0m

Passenger(s) Details	Passport Details	PNR	FF No	E-Ticket	Insurance No.	Status
1 MS NORA ALFARO Adult (Nov 18, 1963)	P4112028, Jan 02, 2030, Philippines	XK682N	-	XK682N	-	Confirmed
2 MS MA ANGELIKA MERCENE Adult (Nov 24, 1998)	P9502997A, Nov 11, 2028, Philippines	XK682N	-	XK682N	-	Confirmed
3 MS DAISYLEN AMOYAN Adult (Aug 08, 1960)	P9503095A, Nov 11, 2028, Philippines	XK682N	-	XK682N	-	Confirmed
4 MS Gloria Mercene Adult (Nov 18, 1963)	P9503049A, Nov 11, 2028, Philippines	XK682N	-	XK682N	-	Confirmed
5 MR ALEXANDER CODEN Adult (Jan 24, 1969)	P479005A, Oct 21, 2030, Philippines	XK682N	-	XK682N	-	Confirmed
6 MS CRISHELLA CODEN Adult (Mar 10, 1975)	EC4677357, Jul 16, 2030, Philippines	XK682N	-	XK682N	-	Confirmed

Add-ons			
Flight: 5j-188	Meals	Seat	Purchased Baggage
MS NORA ALFARO	-	-	20.0 kg
MS MA ANGELIKA MERCENE	-	-	20.0 kg
MS DAISYLEN AMOYAN	-	-	20.0 kg
MS Gloria Mercene	-	-	20.0 kg
MR ALEXANDER CODEN	-	-	20.0 kg
MS CRISHELLA CODEN	-	-	20.0 kg
Flight: 5j-189	Meals	Seat	Purchased Baggage