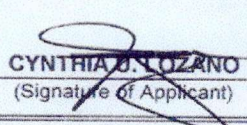
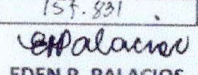
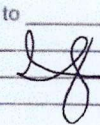




Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PENRO/TSD	2. NAME : (Last) LOZANO	(First) CYNTHIA (Middle) URUBIO												
3. DATE OF FILING August 2, 2022														
4. POSITION DMO V / CHIEF, TSD														
5. SALARY _____														
6. DETAILS OF APPLICATION														
<div style="display: flex;"><div style="width: 50%; vertical-align: top;">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. 6972 / 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. 8562) Others: _____</div><div style="width: 50%; vertical-align: top;">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</div></div>														
<div style="display: flex;"><div style="width: 50%; vertical-align: top;">6.C NUMBER OF WORKING DAYS APPLIED FOR two (2) days only INCLUSIVE DATES July 25-26, 2022</div><div style="width: 50%; vertical-align: top;">6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align: center;"> CYNTHIA B. LOZANO (Signature of Applicant)</div></div></div>														
7. DETAILS OF ACTION ON APPLICATION														
<div style="display: flex;"><div style="width: 50%; vertical-align: top;">7.A CERTIFICATION OF LEAVE CREDITS As of June 2022 <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>157.831</td><td>343.333</td></tr><tr><td>Less this application</td><td></td><td>2.00</td></tr><tr><td>Balance</td><td>157.831</td><td>341.333</td></tr></tbody></table><div style="text-align: center;"> EDEN P. PALACIOS Administrative Officer IV</div></div><div style="width: 50%; vertical-align: top;">7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <div style="text-align: center;"> IMELDA M. DIAZ OIC, PENR Officer</div></div></div>				Vacation Leave	Sick Leave	Total Earned	157.831	343.333	Less this application		2.00	Balance	157.831	341.333
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<div style="display: flex;"><div style="width: 50%; vertical-align: top;">7.C APPROVED FOR: 2 days with pay SL ____ days without pay ____ others (Specify) _____</div><div style="width: 50%; vertical-align: top;">7.D DISAPPROVED DUE TO: _____ _____ _____</div></div>														
 (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 2, 2022	4. POSITION DMO V / CHIEF, TSD	5. SALARY _____												
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Republic of the Philippines
Department of Environment and Natural Resources
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APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PENRO/TSD	2. NAME : (Last) LOZANO (First) CYNTHIA (Middle) URUBIO	
3. DATE OF FILING August 2, 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)
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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 (2) days only**

INCLUSIVE DATES
July 25-26, 2022

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

CYNTHIA U. LOZANO
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **June 2022**

	Vacation Leave	Sick Leave
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Balance	157.831	341.333

EDEN P. PALACIOS

Administrative Officer IV

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

IMELDA M. DIAZ

OIC, PENR Officer

7.C APPROVED FOR:

2 days with pay **SL**
____ days without pay
____ others (Specify)

7.D DISAPPROVED DUE TO:

(Authorized Official)