



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 **November 25, 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)  
☒ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)  
☐ Paternity Leave (R.A. 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 (R.A. 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 (R.A. 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 (R.A. No. 9710 / CSC MC No. 25, s. 2010)  
☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)  
☐ Adoption Leave (R.A. No. 8552)

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

**November 28 and 29, 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 **Oct. 2022**

	Vacation Leave	Sick Leave
Total Earned	162.931	337.333
Less this application		2.00
Balance	162.931	335.333

**Eden P. Palacios**

**EDEN P. PALACIOS**

Administrative Officer IV

7.B RECOMMENDATION

- ☐ For approval  
☐ For disapproval due to \_\_\_\_\_

Digitally  
signed  
by **Diaz  
Imelda  
Mendoza**  
**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)





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_____ (Authorized Official)														





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