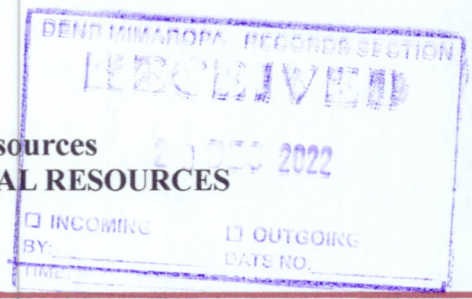




Republic of the Philippines
Department of Environment and Natural Resources
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA**



December 15, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
1515 DENR By the Bay Building, Roxas Blvd.,
Brgy 668, Ermita, Manila

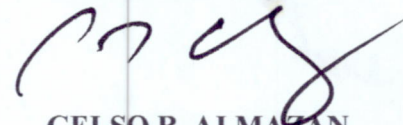
FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR TRAVEL AUTHORITY**

Respectfully forwarding herewith is the request for the issuance of Travel Authority of Chief, Management Officer Abe R. Francisco on April 2-8, 2023 to Singapore and Malaysia together with his pertinent documents.

For information and consideration.

For the PENR Officer:


CELSO B. ALMAZAN
SVEMS / In-Charge, TSD



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
MIMAROPA Region

December 12, 2022

MEMORANDUM

FOR : The OIC, PENR Officer
Mamburao, Occidental Mindoro

FROM : The Chief, MSD

SUBJECT : REQUEST FOR TRAVEL AUTHORITY

Please be informed that the undersigned would like to seek the approval of a travel authority to Singapore and Malaysia from April 2 to 8, 2023.

Attached in support of the above are the application for Vacation Leave for 3 days and the confirmed two-way plane ticket.

For favorable action on the request.


ABE R. FRANCISCO

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **PENRO OCCIDENTAL MINDORO** 2. NAME (Last) **FRANCISCO** (First) **ABE** (Middle) **RUBION**

3. DATE OF FILING **12/13/2022** 4. POSITION **CHIEF ADMINISTRATIVE OFFICER** 5. SALARY **P 91,320.00**
(mm/dd/yyyy)

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/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 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) **SINGAPORE AND MALAYSIA**

In case of Sick Leave:

- ☐ In Hospital (Specify Illness)
- ☐ Out Patient (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

3 DAY / S

INCLUSIVE DATES

APR. 3, 2023 to APR. 5, 2023

6. D COMMUTATION

- ☒ Not Requested
- ☐ Requested

ABE RUBION FRANCISCO

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of (mm/dd/yyyy) **OCT 2022**

	Vacation Leave	Sick Leave
Total Earned	109.373	231.250
Less this application	3.000	-
Balance	106.373	231.250
Combined Balance		

VON ERIKA S. CAUSAPIN

Administrative Officer IV/

Human Resource Management Officer II

7. B RECOMMENDATION

- ☒ For Approval
- ☐ For Disapproval Due to

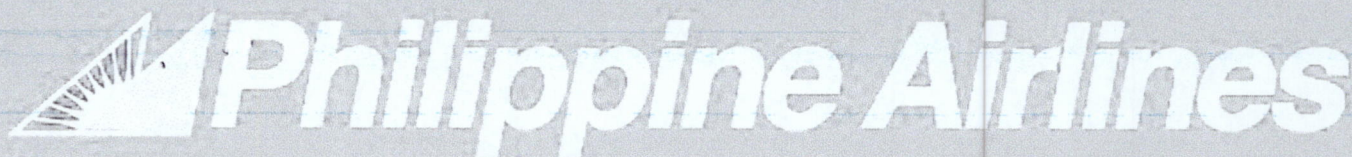
7. C APPROVED FOR:

3 days with pay

days without pay

others (specify)

7. D DISAPPROVED DUE TO:



Passenger: Francisco Abe Mr (ADT)

Booking ref: OFU7MJ

Ticket number: 079 2411422053



Issuing office:

PHILIPPINE AIRLINES CONTACT CENTER,
MANILA, PHILIPPINES

Telephone: (632) 88558888

Date: 11Dec2022

ELECTRONIC TICKET RECEIPT

At check-in you must show a: (i) government-issued I.D. and the document you gave for reference at reservation time; (ii) documentary proof entitling you to exemptions or discounts (e.g. OFW, Senior Citizen, PWD, etc.) you availed at time of purchase, if any.

From	To	Flight	Departure	Arrival	Last check-in
MANILA NINOY AQUINO INTL Terminal: 2	SINGAPORE CHANGI Terminal: 1	PR507	09:55 02Apr2023	13:40 02Apr2023	
Class: G Seat: 37H Baggage (4): 30K Fare basis: GFFP/BP00	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK			NVB (2): 11Dec2022 NVA (3): 11Dec2023 Duration: 03:45	
Special Service Request	FQTR - FREQUENT TRAVELLER REDEMPTION - CONFIRMED				
SINGAPORE CHANGI Terminal: 1	MANILA NINOY AQUINO INTL Terminal: 2	PR508	14:30 08Apr2023	18:10 08Apr2023	
Class: G Seat: 37K Baggage (4): 30K Fare basis: GFFP/BP00	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK			NVB (2): 11Dec2022 NVA (3): 11Dec2023 Duration: 03:40	
Special Service Request	FQTR - FREQUENT TRAVELLER REDEMPTION - CONFIRMED				

(1) OK = Confirmed; RQ = Waitlist; SA = Space Available; NS = No Seat (2) NVB = Not valid before (3) NVA = Not valid after (4) Each passenger can check in a specific amount of baggage at no extra cost as indicated above in the column baggage. Each piece of baggage may not exceed the specified weight.

PAYMENT DETAILS

Fare Calculation: MNL PR SIN Q15.00Q10.00 1.00PR
MNL1.00NUC27.00END ROE1.000000
Form of payment: FFSR601810521-M24000-PHP110
*A-3524063/PHP110
Form of payment: CC VI XXXXXXXXXXXXX3880
XXXX 091540 /PHP
Endorsements: NO VLDTY EXTNSN NONENDO TO OAL NO
MILES CREDIT/NONUPG AWRD RULES APPLY EMD REQD
FOR SURCHARGE

FARE DETAILS

Fare: USD
Fare equivalent: PHP
Taxes: PHP
Carrier Imposed Fees: PHP
Total Amount: PHP
Fee: OBT02 TSC
Total OB Fees: PHP