



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

RECEIVED
2022
DENR MIMAROPA RECORDS SECTION

| | |
|---|--|
| <input type="checkbox"/> INCOMING BY: TIME: | <input type="checkbox"/> OUTGOING DATE NO.: |
|---|--|

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.

Francisco
ABE R. FRANCISCO

APPLICATION FOR LEAVE

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

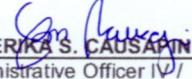
(Signature of Applicant)

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 | <u>109.373</u> | <u>231.250</u> |
| Less this application | <u>3.000</u> | - |
| Balance | <u>106.373</u> | <u>231.250</u> |
| Combined Balance | | |


VON ERIKA S. CAUSAPIN
Administrative Officer IV/
Human Resource Management Officer II

7. B RECOMMENDATION

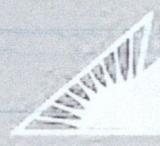
- For Approval
- For Disapproval Due to _____

7. C APPROVED FOR:

- 3 days with pay
- days without pay
- others (specify)

7. D DISAPPROVED DUE TO:

- _____
- _____
- _____

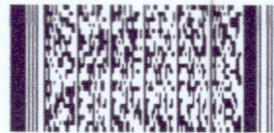


Philippine Airlines

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 NINOV 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 NINOV 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 XXXXXXXXXXXX3880

XXXX 091540 /PHP

Endorsements: NO VLDTY EXTN SN NONENDO TO OAL NO
MILES CREDIT/NONUPG AWRD RULES APPLY EMD REQD
FOR SURCHARGE

FARE DETAILS

Fare:

USD [REDACTED]

Fare equivalent:

PHP [REDACTED]

Taxes:

PHP [REDACTED]

Carrier Imposed Fees:

Total Amount:

Fee OBT02 TSC

Total OB Fees: