



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

APPLICATION FOR LEAVE

MSD

1154

JUN 02 2022

2:30 PM

1. OFFICE/DEPARTMENT **PENRO/TSD** 2. NAME : (Last) **LOZANO** (First) **CYNTHIA** (Middle) **URUBIO**

3. DATE OF FILING **June 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)
- ☒ 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 (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 (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

one (1) day only

INCLUSIVE DATES

May 10, 2022

6.D COMMUTATION

☐ Not Requested

☐ Requested

CYNTHIA B. LOZANO
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **April 22, 2022**

	Vacation Leave	Sick Leave
Total Earned	155.831	342.833
Less this application		1.000
Balance	155.831	341.833

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:

1 days with pay **SL**
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

(Authorized Official)



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6.C NUMBER OF WORKING DAYS APPLIED FOR <u>one (1) day only</u> INCLUSIVE DATES <u>May 10, 2022</u>		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align: right;"><u>CYNTHIA U. LOZANO</u> (Signature of Applicant)</div>												
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