



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/ 434-8791

October 25, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
1515 L & S Building, Roxas Blvd.,
Ermita Manila

THRU : The Assistant Regional Director
for Management Services Division

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **APPLICATION FOR MATERNITY LEAVE OF LMI MARIA
VIANCA SALVACION D. GARRAEZ AND ENG'G
AIDE ALMA A. PADILLA**




Respectfully forwarded are documents needed to support the application for Maternity Leave of two (2) of our personnel from the province of Palawan, to wit:

NAME	OFFICE	INCLUSIVE DATE
1.LMI Maria Vianca Salvacion D. Garraez	CENRO Puerto Princesa City	September 2-December 15, 2022
2.Eng'g Aide Alma A. Padilla	PENRO Palawan	December 1, 2022 to March 15, 2023

For information and record.

FOR THE PENRO:


FRANKLIN G. HERNANDEZ
Chief, Management Services Division
Officer-In-Charge

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By 25 OCT 2022 *Ghae*
Date: 12-2880 CN



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Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
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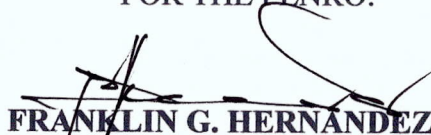
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FRANKLIN G. HERNANDEZ
Chief, Management Services Division
Officer-In-Charge

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By _____
Date 25 OCT 2022



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **DENR-CENRO Puerto Princesa City** 2. NAME : (Last) **GARRAEZ** (First) **MARIA VIANCA SALVACION** (Middle) **DACUAN**

3. DATE OF FILING **October 12, 2022** 4. POSITION **Land Management Inspector** 5. SALARY **16,877.00**

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

105 days

INCLUSIVE DATES

Sept. 2 to Dec. 15, 2022

6.D COMMUTATION

- ☐ Not Requested
☐ Requested

MARIA VIANCA SALVACION D. GARRAEZ
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of August 31, 2022

	Vacation Leave	Sick Leave
Total Earned	5.450	3.833
Less this application		
Balance	5.450	3.833

MILAN L. REGALADO

Administrative Officer IV(HRMO II)

7.B RECOMMENDATION

- ☐ For approval
☐ For disapproval due to _____

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for Management Services

7.C APPROVED FOR:

105 days with pay ML
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-CENRO Puerto Princesa City	2. NAME : (Last) (First) (Middle) GARRAEZ MARIA VIANCA SALVACION DACUAN
3. DATE OF FILING October 12, 2022	4. POSITION Land Management Inspector 5. SALARY 16,877.00

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

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- ☐ 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

105 days

INCLUSIVE DATES

Sept. 2 to Dec. 15, 2022

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

MARIA VIANCA SALVACION D. GARRAEZ
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **August 31, 2022**

	Vacation Leave	Sick Leave
Total Earned	5.450	3.833
Less this application		
Balance	5.450	3.833

MALAN L. REGALADO

Administrative Officer IV (HRMO II)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to

DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director for Management Services

7.C APPROVED FOR:

105 days with pay ML

days without pay

others (Specify)

7.D DISAPPROVED DUE TO:

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **DENR-CENRO Puerto Princesa City** 2. NAME : (Last) **GARRAEZ** (First) **MARIA VIANCA SALVACION** (Middle) **DACUAN**

3. DATE OF FILING **October 12, 2022** 4. POSITION **Land Management Inspector** 5. SALARY **16,877.00**

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In case of Special Leave Benefits for Women:

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In case of Study Leave:

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Other purpose:

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☐ Terminal Leave

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105 days

INCLUSIVE DATES

Sept. 2 to Dec. 15, 2022

6.D COMMUTATION

☐ Not Requested

☐ Requested

MARIA VIANCA SALVACION D. GARRAEZ

(Signature of Applicant)

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MARILYN L. REGALADO

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☐ For disapproval due to _____

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Assistant Regional Director for Management Services

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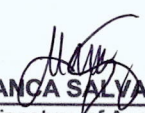
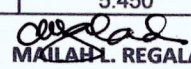
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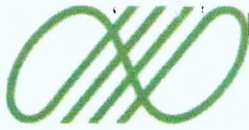
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APPLICATION FOR LEAVE

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LORMELYN E. CLAUDIO, CESO IV Regional Executive Director													



PALAWAN MEDICAL MISSION GROUP MULTIPURPOSE
COOPERATIVE HOSPITAL

PUERTO PRINCESA CHAPTER

cor. Burgos-Mabini St., Puerto Princesa City, Palawan
Tel. No. 434-3255; 434-5580

MEDICAL CERTIFICATE

TO WHOM IT MAY CONCERN:

This is to certify that **GARRAEZ, MARIA VIANCA SALVACION D., 26 yr/s. o**

Residing at BRGY. SANTA MONICA PPCITY PALAWAN

was examined and confined in this Hospital from 09/02/2022 to
9/5/2022 8 with the following findings and/ or diagnosis:

G1P1(1001)PREGNANCY UTERINE, 40 2/7 WEEKS, AGE OF GESTATION,
CEPHALIC(POP), INTRAPARTUM, LOW TRANSVERSE CESAREAN SECTION
IX SECONDARY TO ARREST OF DESCENT TO A LIVE BABY BOY, BW:3100
GMS, AS:9 & 10;MI:40 WEEKS

Operation done:

LOW TRANSVERES CEASARIAN SECTION */X*

Issued this 4 day of October, 2022 upon the request of Patient (Garraez, Maria Vianca)

Paid Under OR No. :

Date :

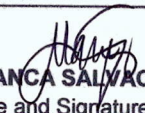

ABAIGAR, MARJORIE MANCAO M.D.

License No. :0062737

PTR No. : *1649270*

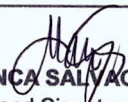
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

CLEARANCE FORM

I	PURPOSE: <u>Maternity Leave</u>	<u>October 24, 2022</u> Date of Application		
TO: DENR MIMAROPA REGION I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: <u>Maternity Leave</u> Effectivity/Inclusive Period: <u>September 2, 2022</u>				
Office of Assignment: <u>DENR-CENRO-Puerto Princesa City, Palawan</u> Position/SG/Step: <u>Land Management Inspector- SG-6/Step 1</u>		 MARIA VIANCA SALVACION D. GARRAEZ Name and Signature of Employee		
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: right;"> DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services </div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section			ROMEO P. IBARRIENTOS OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. Finance and Assets Management				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC	
d. PROJECT H.O.P.E			JOCELYN B. DE LAYOLA OIC-Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			DIANNE LOZADA Admin. Officer	
3. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				

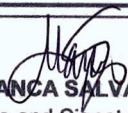
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

CLEARANCE FORM

I	PURPOSE: <u>Maternity Leave</u>	<u>October 24, 2022</u> Date of Application		
TO: <u>DENR MIMAROPA REGION</u> I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: <u>Maternity Leave</u> Effectivity/Inclusive Period: <u>September 2, 2022</u>				
Office of Assignment: <u>DENR-CENRO-Puerto Princesa City, Palawan</u> Position/SG/Step: <u>Land Management Inspector- SG-6/Step 1</u>		 MARIA VIANCA SALVACION D. GARRAEZ Name and Signature of Employee		
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: right;"> DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services </div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section			ROMEO P. IBARRIENTOS OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. Finance and Assets Management				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC	
d. PROJECT H.O.P.E			JOCELYN B. DE LAYOLA OIC-Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			DIANNE LOZADA Admin. Officer	
3. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
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a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
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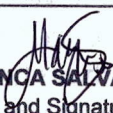
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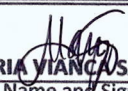
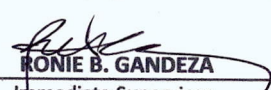
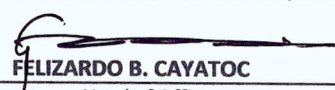
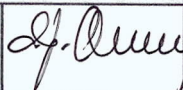
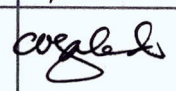
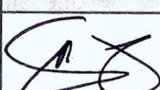
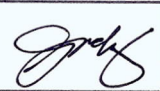
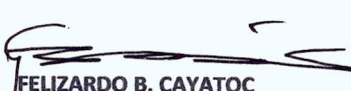
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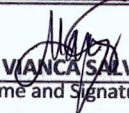
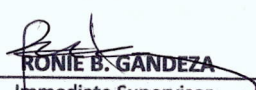
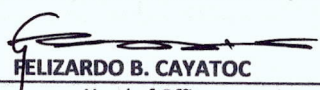
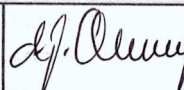
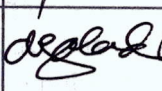
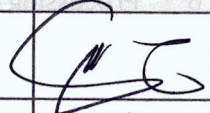
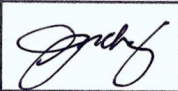
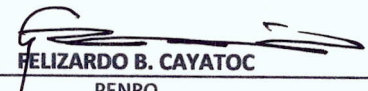
Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region IV-B, PENRO, Puerto Princesa City
Sta. Monica, Puerto Princesa city

CLEARANCE FORM

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October 13, 2022 Date of Filing					
TO: DENR-PENRO-PALAWAN					
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	Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services					
	a. Supply and Property Procurement and Management Services			DONNABEL J. OCAMPO Administrative Officer I (Supply Officer I)	
	b. Human Resource Welfare & Assistance			MAELAH L. REGALADO Administrative Officer IV (HRMO II)	
	c. Agency-accredited Union/Cooperative Palawan DENR Employees Multipurpose Cooperative (PADEMCO)			N/A	N/A
2 Library					
	a. Legal Office Library	N/A	N/A	N/A	N/A
	b. Library Services	N/A	N/A	N/A	N/A
3 Finance and Assets Management					
	a. Finance Services			CATHY R. FLORES Accountant I In-Charge Accounting Unit	
	b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
	c. Payroll & Remittance Services			GLENDA G. SANCHEZ Admin Asst. III (Computer Operator II)	
4 Professional and Institutional Development					
	a. Scholarship Services	N/A	N/A	N/A	N/A
IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
	a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
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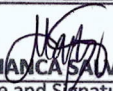
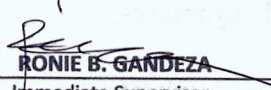
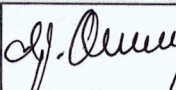
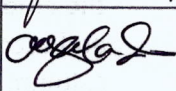
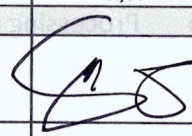
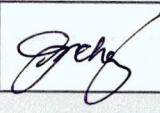
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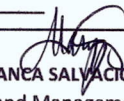
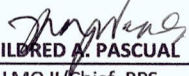
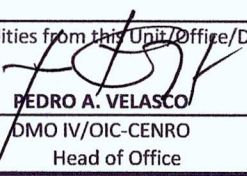




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TO: DENR-PENRO-PALAWAN					
I hereby request clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation : <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify : <u>Maternity Leave</u>					
Date of Effectivity: <u>September 2, 2022</u>					
Office of Assignment: <u>DENR-PENRO, PALAWAN</u>			 MARIA VIANCA SALVACION D. GARRAEZ Name and Signature of Employee		
Position/SG/Step: <u>Land Management Inspector/SG 6/STEP 1</u>					
II	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared <input checked="" type="checkbox"/> / not cleared <input type="checkbox"/> work-related accountabilities from this Unit/Office/Dept.					
 RONIE B. GANDEZA Immediate Supervisor			FELIZARDO B. CAYATOC Head of Office		
III	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
	Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services					
	a. Supply and Property Procurement and Management Services			DONNABEL J. OCAMPO Administrative Officer I (Supply Officer I)	
	b. Human Resource Welfare & Assistance			MAELAH L. REGALADO Administrative Officer IV (HRMO II)	
	c. Agency-accredited Union/Cooperative Palawan DENR Employees Multipurpose Cooperative (PADEMCO)			N/A	N/A
2 Library					
	a. Legal Office Library	N/A	N/A	N/A	N/A
	b. Library Services	N/A	N/A	N/A	N/A
3 Finance and Assets Management					
	a. Finance Services			CATHY R. FLORES Accountant I In-Charge Accounting Unit	
	b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
	c. Payroll & Remittance Services			GLENDA G. SANCHEZ Admin Asst. III (Computer Operator II)	
4 Professional and Institutional Development					
	a. Scholarship Services	N/A	N/A	N/A	N/A
IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
	a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
V	CERTIFICATION				
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.					
FELIZARDO B. CAYATOC PENRO					

CLEARANCE FORM

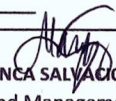
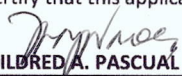

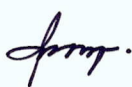
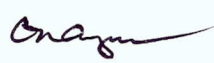

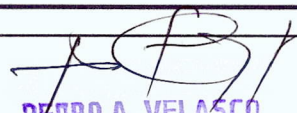
I PURPOSE				
August 31, 2022 Date of Application				
TO: (Agency Name) I hereby apply for clearance from money, property and work-related accountabilities for: Purpose : <div><input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation : <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Leave Please specify : <u>Maternity leave</u></div> Effectivity/ Inclusive Period:				
Office of Assignment: <u>DENR-CENRO, Puerto Princesa City</u>		MARIA VIANCA SALVACION DACUAN GARRA E Z Land Management Inspector Name and Signature of Employee		
Position/SG/Step: <u>Land management Inspector</u>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div>MILDRED A. PASCUAL LMO II/Chief, RPS Immediate Supervisor</div> <div>PEDRO A. VELASCO DMO IV/OIC-CENRO Head of Office</div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administration Sector				
a. Human Resource Welfare & Assistance			MARSHA LITA P. OCAMPO EMS 11/Chief Administrative/Personnel Unit	
b. Supply and Property Procurement and Management Services			CORAZON V. AYROSO PMF/Property Custodian	
c. Records			NOVA BILLE G. VITERBO Administrative Officer I/Records Officer	
2 Library				
a. Legal Office Library	N/A	N/A	N/A	N/A
b. Library Services	N/A	N/A	N/A	N/A
3 Finance and Assets Management				
a. Accounting Unit <div><input type="checkbox"/> LBP loan <input type="checkbox"/> Coop Bank loan <input type="checkbox"/> FOSLA loan</div>				
b. PALAWAN DENR EMPLOYEES MULTIPURPOSE COOPERATIVE (PADEMCO)				
4 Professional and Institutional Development				
a. DENR Foreign and Local Scholarship				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE				
a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
<div><input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)</div>				
V CERTIFICATION				
<div>PEDRO A. VELASCO DMO IV/OIC-CENRO</div>				

CLEARANCE FORM

I PURPOSE				
				August 31, 2022 Date of Application
TO: (Agency Name) I hereby apply for clearance from money, property and work-related accountabilities for: Purpose : <div><input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation : <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Leave Please specify : <u>Maternity Leave</u></div> Effectivity/ Inclusive Period:				
Office of Assignment: <u>DENR-CENRO, Puerto Princesa City</u>		 <u>MARIA VIANCA SALVACION DACUAN GARRAEZ</u> Land Management Inspector Name and Signature of Employee		
Position/SG/Step: <u>Land management Inspector</u>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div> <u>MILDRED A. PASCUAL</u> LMO II/Chief, RPS Immediate Supervisor</div> <div> <u>PEDRO A. VELASCO</u> DMO IV/OIC-CENRO Head of Office</div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administration Sector				
a. Human Resource Welfare & Assistance			<u>MARSHA LITA P. OCAMPO</u> EMS 11/Chief Administrative/Personnel Unit	
b. Supply and Property Procurement and Management Services			<u>CORAZON V. AYROSO</u> PMF/Property Custodian	
c. Records			<u>NOVA BILLE G. VITERBO</u> Administrative Officer I/Records Officer	
2 Library				
a. Legal Office Library	N/A	N/A	N/A	N/A
b. Library Services	N/A	N/A	N/A	N/A
3 Finance and Assets Management				
a. Accounting Unit <div><input type="checkbox"/> LBP loan <input type="checkbox"/> Coop Bank loan <input type="checkbox"/> FOSLA loan</div>				
b. PALAWAN DENR EMPLOYEES MULTIPURPOSE COOPERATIVE (PADEMCO)				
4 Professional and Institutional Development				
a. DENR Foreign and Local Scholarship				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE				
a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
<div><input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)</div>				
V CERTIFICATION				
 <u>PEDRO A. VELASCO</u> DMO IV/OIC-CENRO				

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region IV-B, MIMAROPA
DENR-CENRO Puerto Princesa City

CLEARANCE FORM

I PURPOSE				
August 31, 2022 Date of Application				
TO: (Agency Name) I hereby apply for clearance from money, property and work-related accountabilities for: Purpose : <div><input type="checkbox"/> Transfer <input type="checkbox"/> Retirement</div> <div><input type="checkbox"/> Resignation <input checked="" type="checkbox"/> Leave</div> <div><input type="checkbox"/> Other Mode of Separation : Please specify : <u>Maternity Leave</u></div> Effectivity/ Inclusive Period:				
Office of Assignment: <u>DENR-CENRO, Puerto Princesa City</u>		 MARIA VIANCA SALVACION DACUAN GARRAS Land Management Inspector Name and Signature of Employee		
Position/SG/Step: <u>Land management Inspector</u>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div> MILDRED A. PASCUAL LMO II/Chief, RPS Immediate Supervisor</div> <div> PEDRO A. VELASCO DMO IV/OIC-CENRO Head of Office</div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administration Sector				
a. Human Resource Welfare & Assistance			MARSHA LITA P. OCAMPO EMS 11/Chief Administrative/Personnel Unit	
b. Supply and Property Procurement and Management Services			CORAZON V. AYROSO PMF/Property Custodian	
c. Records			NOVA BILLE G. VITERBO Administrative Officer I/Records Officer	
2 Library				
a. Legal Office Library	N/A	N/A	N/A	N/A
b. Library Services	N/A	N/A	N/A	N/A
3 Finance and Assets Management				
a. Accounting Unit <div><input type="checkbox"/> LBP loan <input type="checkbox"/> Coop Bank loan <input type="checkbox"/> FOSLA loan</div>				
b. PALAWAN DENR EMPLOYEES MULTIPURPOSE COOPERATIVE (PADEMCO)				
4 Professional and Institutional Development				
a. DENR Foreign and Local Scholarship				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE				
a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
<div><input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)</div>				
V CERTIFICATION				
 PEDRO A. VELASCO DMO IV/OIC-CENRO				

CLEARANCE FORM

I PURPOSE				
August 31, 2022 Date of Application				
TO: (Agency Name) I hereby apply for clearance from money, property and work-related accountabilities for: Purpose : <div><input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation : <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Leave Please specify : <u>Maternity leave</u></div> Effectivity/ Inclusive Period:				
Office of Assignment: <u>DENR-CENRO, Puerto Princesa City</u>		MRIA VIANCA SALVACION DACUAN GARRAEZ Land Management Inspector Name and Signature of Employee		
Position/SG/Step: <u>Land management Inspector</u>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div>MILDRED A. PASCUAL LMO II/Chief, RPS Immediate Supervisor</div> <div>PEDRO A. VELASCO DMO IV/OIC-CENRO Head of Office</div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Clear	Name of Clearing Officer/Official	Signature
1 Administration Sector				
a. Human Resource Welfare & Assistance			MARSHA LITA P. OCAMPO EMS 11/Chief Administrative/Personnel Unit	
b. Supply and Property Procurement and Management Services			CORAZON V. AYROSO PMF/Property Custodian	
c. Records			NOVA BILLE G. VITERBO Administrative Officer I/Records Officer	
2 Library				
a. Legal Office Library	N/A	N/A	N/A	N/A
b. Library Services	N/A	N/A	N/A	N/A
3 Finance and Assets Management				
a. Accounting Unit <div><input type="checkbox"/> LBP loan <input type="checkbox"/> Coop Bank loan <input type="checkbox"/> FOSLA loan</div>				
b. PALAWAN DENR EMPLOYEES MULTIPURPOSE COOPERATIVE (PADEMCO)				
4 Professional and Institutional Development				
a. DENR Foreign and Local Scholarship				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE				
a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
<div><input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)</div>				
V CERTIFICATION				
PEDRO A. VELASCO DMO IV/OIC-CENRO				



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENRO, Palawan	2. NAME : (Last) (First) (Middle) PADILLA ALMA ALMONTE
3. DATE OF FILING October 21, 2022	4. POSITION ENGINEERING AIDE 5. SALARY 15,224

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

105 days

INCLUSIVE DATES

Dec. 1, 2022 to March 15, 2023

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

ALMA A. PADILLA
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **September 30, 2022**

	Vacation Leave	Sick Leave
Total Earned	21.047	15.250
Less this application		
Balance	21.047	15.250

MAILAN L. REGALADO

Administrative Officer IV (HRMO II)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for Management Services

7.C APPROVED FOR:

105 days with pay ML
_____ days without pay
_____ others (Specify)

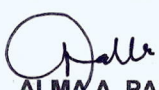
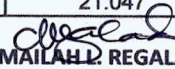

7.D DISAPPROVED DUE TO:

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENRO, Palawan	2. NAME : (Last) (First) (Middle) PADILLA ALMA ALMONTE													
3. DATE OF FILING October 21, 2022	4. POSITION ENGINEERING AIDE	5. SALARY 15,224												
6. DETAILS OF APPLICATION														
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 type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" 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 (RA No. 8972 / 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 (RA 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 (RA 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. 8552) Others: _____		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												
6.C NUMBER OF WORKING DAYS APPLIED FOR 105 days INCLUSIVE DATES Dec. 1, 2022 to March 15, 2023		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align: center;"> ALMA A. PADILLA (Signature of Applicant)</div>												
7. DETAILS OF ACTION ON APPLICATION														
7.A CERTIFICATION OF LEAVE CREDITS As of September 30, 2022 <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td></td><td style="text-align: center;">Vacation Leave</td><td style="text-align: center;">Sick Leave</td></tr><tr><td style="text-align: center;">Total Earned</td><td style="text-align: center;">21.047</td><td style="text-align: center;">15.250</td></tr><tr><td style="text-align: center;">Less this application</td><td></td><td></td></tr><tr><td style="text-align: center;">Balance</td><td style="text-align: center;">21.047</td><td style="text-align: center;">15.250</td></tr></table> <div style="text-align: center;"> MAILAH L. REGALADO Administrative Officer IV (HRMO II)</div>			Vacation Leave	Sick Leave	Total Earned	21.047	15.250	Less this application			Balance	21.047	15.250	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <div style="text-align: center;">DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services</div>
	Vacation Leave	Sick Leave												
Total Earned	21.047	15.250												
Less this application														
Balance	21.047	15.250												
7.C APPROVED FOR: 105 days with pay ML _____ days without pay _____ others (Specify)		7.D DISAPPROVED DUE TO: _____ _____ _____												
 LORMELYN E. CLAUDIO, CESO IV Regional Executive Director 														



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENRO, Palawan	2. NAME : (Last) PADILLA	(First) ALMA	(Middle) ALMONTE
3. DATE OF FILING October 21, 2022	4. POSITION ENGINEERING AIDE	5. SALARY 15,224	

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

105 days

INCLUSIVE DATES

Dec. 1, 2022 to March 15, 2023

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

ALMA A. PADILLA

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **September 30, 2022**

	Vacation Leave	Sick Leave
Total Earned	21.047	15.250
Less this application		
Balance	21.047	15.250

MAILAH L. REGALADO

Administrative Officer IV (HRMO II)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for Management Services

7.C APPROVED FOR:

105 days with pay ML
_____ days without pay
_____ others (Specify)


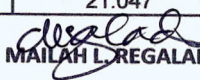
7.D DISAPPROVED DUE TO:

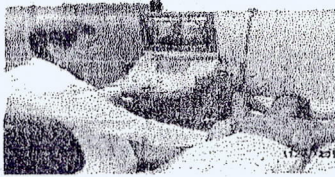
LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENRO, Palawan	2. NAME : (Last) (First) (Middle) PADILLA ALMA ALMONTE													
3. DATE OF FILING October 21, 2022	4. POSITION ENGINEERING AIDE	5. SALARY 15,224												
6. DETAILS OF APPLICATION														
<div style="display: flex;"><div style="flex: 1; padding: 5px;">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 type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" 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 (RA No. 8972 / 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 (RA 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 (RA 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. 8552) Others: _____</div><div style="flex: 1; padding: 5px;">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="flex: 1; padding: 5px;">6.C NUMBER OF WORKING DAYS APPLIED FOR 105 days INCLUSIVE DATES Dec. 1, 2022 to March 15, 2023</div><div style="flex: 1; padding: 5px;">6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align: center;"> ALMA A. PADILLA (Signature of Applicant)</div></div></div>														
7. DETAILS OF ACTION ON APPLICATION														
<div style="display: flex;"><div style="flex: 1; padding: 5px;">7.A CERTIFICATION OF LEAVE CREDITS As of September 30, 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>21.047</td><td>15.250</td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>21.047</td><td>15.250</td></tr></tbody></table><div style="text-align: center;"> MAILAH L. REGALADO Administrative Officer IV(HRMO II)</div></div><div style="flex: 1; padding: 5px;">7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <div style="text-align: center;">DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services</div></div></div>				Vacation Leave	Sick Leave	Total Earned	21.047	15.250	Less this application			Balance	21.047	15.250
	Vacation Leave	Sick Leave												
Total Earned	21.047	15.250												
Less this application														
Balance	21.047	15.250												
<div style="display: flex;"><div style="flex: 1; padding: 5px;">7.C APPROVED FOR: 105 days with pay ML _____ days without pay _____ others (Specify)</div><div style="flex: 1; padding: 5px;">7.D DISAPPROVED DUE TO: _____ _____ _____</div></div> <div style="text-align: center; margin-top: 20px;">LORMELYN E. CLAUDIO, CESO IV _____ Regional Executive Director</div>														



ARALAR OB-GYNE CLINIC
Malvar Street, Bgy. Mandaragat, Puerto Princesa City

MEDICAL CERTIFICATE

To Whom It May Concern:

This is to certify that according to her record in the clinic that,

Ms. ALMA ALMONTIC - PADILHA, 42 years of age from,
Bty. TINKUMBAN, PUERTO PRINCESA CITY

have been examined and treated in our clinic on OCT. 15, 2022

For:

Diagnosis : Grp. (1001) Pregnancy Uterine
Treatment : 42 wks. AOB.
Recommendation :

FOU: Dec. 17, 2022

As Supporting document
for Maternity leave.

EDMUNDO T. ARALAR M.D

Lic No. 0068869



ARALAR OB-GYNE CLINIC
Malvar Street, Bgy. Mandaragat, Puerto Princesa City

MEDICAL CERTIFICATE

To Whom It May Concern:

This is to certify that according to her record in the clinic that,

Ms. ALMA ALMONTE - PADINA, 42 years of age from,
Bgy. TINIGUAN, PUERTO PRINCESA CITY

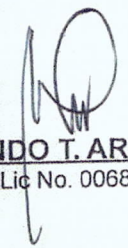
have been examined and treated in our clinic on OCT. 15, 2022

For:

Diagnosis : GrP, (1001) Pregnancy Uterine
Treatment : 12 wks. AOB.
Recommendation :

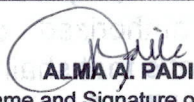
EDD: Dec. 17, 2022

As supporting document
for maternity leave.


EDMUNDO T. ARALAR M.D.
Lic No. 0068869

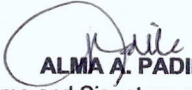
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

CLEARANCE FORM

I PURPOSE:				
				October 24, 2022 Date of Application
TO: DENR MIMAROPA REGION I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: <u>Maternity Leave</u> Effectivity/Inclusive Period: <u>December 1, 2022</u>				
Office of Assignment: <u>DENR-PENRO, Palawan</u>		 ALMA A. PADILLA Name and Signature of Employee		
Position/SG/Step: <u>Engineering Aide SG-4/Step 3</u>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section			ROMEO P. IBARRIENTOS OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. Finance and Assets Management				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC	
d. PROJECT H.O.P.E			JOCELYN B. DE LAYOLA OIC-Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			DIANNE LOZADA Admin. Officer	
3. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				

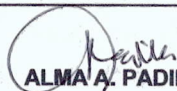
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

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Office of Assignment: <u>DENR-PENRO, Palawan</u> Position/SG/Step: <u>Engineering Aide SG-4/Step 3</u>		 ALMA A. PADILLA Name and Signature of Employee		
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: right; padding-right: 50px;"> DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services </div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. <i>Administration Sector</i>				
a. General Services Section			ROMEO P. IBARRIENTOS OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. <i>Finance and Assets Management</i>				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC	
d. PROJECT H.O.P.E			JOCELYN B. DE LAYOLA OIC-Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			DIANNE LOZADA Admin. Officer	
3. <i>Professional and Institutional Development</i>				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION <div style="text-align: center;"> LORMELYN E. CLAUDIO, CESO IV Regional Executive Director </div>				


DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

CLEARANCE FORM

I PURPOSE: _____				
TO: DENR MIMAROPA REGION				October 24, 2022 Date of Application
I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: <u>Maternity Leave</u> Effectivity/Inclusive Period: <u>December 1, 2022</u>				
Office of Assignment: <u>DENR-PENRO, Palawan</u>		 ALMA A. PADILLA Name and Signature of Employee		
Position/SG/Step: <u>Engineering Aide SG-4/Step 3</u>				
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We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. <i>Administration Sector</i>				
a. General Services Section			ROMEO P. IBARRIENTOS OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. <i>Finance and Assets Management</i>				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC	
d. PROJECT H.O.P.E			JOCELYN B. DE LAYOLA OIC-Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			DIANNE LOZADA Admin. Officer	
3. <i>Professional and Institutional Development</i>				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				

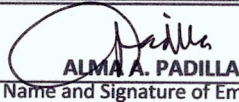

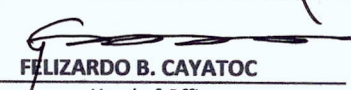
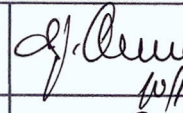

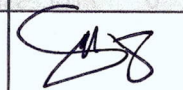


DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

CLEARANCE FORM

I PURPOSE: <u>TRANSFER</u>				
TO: DENR MIMAROPA REGION				October 24, 2022 Date of Application
I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave <input type="checkbox"/> Please specify: <u>Maternity Leave</u> Effectivity/Inclusive Period: <u>December 1, 2022</u>				
Office of Assignment: <u>DENR-PENRO, Palawan</u>		 ALMA A. PADILLA Name and Signature of Employee		
Position/SG/Step: <u>Engineering Aide SG-4/Step 3</u>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section			ROMEO P. IBARRIENTOS OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. Finance and Assets Management				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC	
d. PROJECT H.O.P.E			JOCELYN B. DE LAYOLA OIC-Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			DIANNE LOZADA Admin. Officer	
3. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				

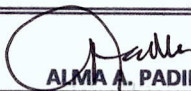


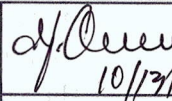
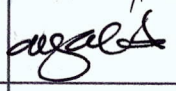
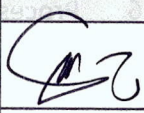
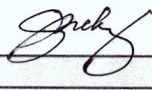

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region IV-B, PENRO, Puerto Princesa City
Sta. Monica, Puerto Princesa city

CLEARANCE FORM

I	PURPOSE: MATERNITY LEAVE				
			October 13, 2022		
			Date of Filing		
TO: DENR-PENRO-PALAWAN					
I hereby request clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation : <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify : <u>Maternity Leave</u>					
Date of Effectivity: <u>December 1, 2022</u>					
Office of Assignment: <u>DENR-PENRO, PALAWAN</u>			 ALMA A. PADILLA Name and Signature of Employee		
Position/SG/Step: <u>ENGINEERING AIDE/SG 4/STEP 3</u>					
II	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared <input checked="" type="checkbox"/> / not cleared <input type="checkbox"/> work-related accountabilities from this Unit/Office/Dept.					
 RONIE B. GANDEZA Immediate Supervisor			 FELIZARDO B. CAYATOC Head of Office		
III	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
	Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services					
	a. Supply and Property Procurement and Management Services			DONNABEL J. OCAMPO Administrative Officer I (Supply Officer I)	
	b. Human Resource Welfare & Assistance			MAELAH L. REGALADO Administrative Officer IV (HRMO II)	
	c. Agency-accredited Union/Cooperative Palawan DENR Employees Multipurpose Cooperative (PADEMCO)			N/A	N/A
2 Library					
	a. Legal Office Library	N/A	N/A	N/A	N/A
	b. Library Services	N/A	N/A	N/A	N/A
3 Finance and Assets Management					
	a. Finance Services			CATHY R. FLORES Accountant I In-Charge Accounting Unit	
	b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
	c. Payroll & Remittance Services			GLENDA G. SANCHEZ Admin Asst. III (Computer Operator II)	
4 Professional and Institutional Development					
	a. Scholarship Services	N/A	N/A	N/A	N/A
IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
	a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
V	CERTIFICATION				
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.					
 FELIZARDO B. CAYATOC PENRO					

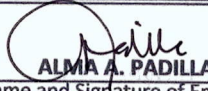
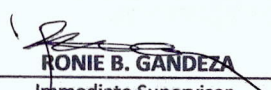
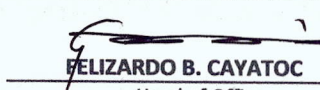
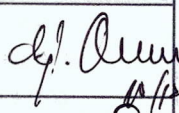
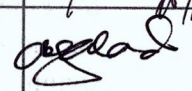
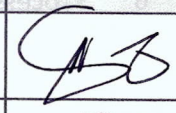
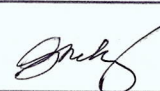

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region IV-B, PENRO, Puerto Princesa City
Sta. Monica, Puerto Princesa city

CLEARANCE FORM

I	PURPOSE: MATERNITY LEAVE				
October 13, 2022 Date of Filing					
TO: DENR-PENRO-PALAWAN					
I hereby request clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation : <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify : <u>Maternity Leave</u>					
Date of Effectivity: <u>December 1, 2022</u>					
Office of Assignment: <u>DENR-PENRO, PALAWAN</u>			 ALMA A. PADILLA Name and Signature of Employee		
Position/SG/Step: <u>ENGINEERING AIDE/SG 4/STEP 3</u>					
II	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared <input checked="" type="checkbox"/> / not cleared <input type="checkbox"/> work-related accountabilities from this Unit/Office/Dept.					
 RONE B. GANDEZA Immediate Supervisor		 FELIZARDO B. CAYATOC Head of Office			
III	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
	Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
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	b. Human Resource Welfare & Assistance			MAELAH L. REGALADO Administrative Officer IV (HRMO II)	
	c. Agency-accredited Union/Cooperative Palawan DENR Employees Multipurpose Cooperative (PADEMCO)			N/A	N/A
2 Library					
	a. Legal Office Library	N/A	N/A	N/A	N/A
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	a. Finance Services			CATHY R. FLORES Accountant I In-Charge Accounting Unit	
	b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
	c. Payroll & Remittance Services			GLENDA G. SANCHEZ Admin Asst. III (Computer Operator II)	
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	a. Scholarship Services	N/A	N/A	N/A	N/A
IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
	a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
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I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.					
 FELIZARDO B. CAYATOC PENRO					

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region IV-B, PENRO, Puerto Princesa City
Sta. Monica, Puerto Princesa city

CLEARANCE FORM

I	PURPOSE: MATERNITY LEAVE				
			October 13, 2022		
			Date of Filing		
TO: DENR-PENRO-PALAWAN					
I hereby request clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation : <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify : <u>Maternity Leave</u>					
Date of Effectivity: <u>December 1, 2022</u>					
Office of Assignment: <u>DENR-PENRO, PALAWAN</u>			 ALMA A. PADILLA Name and Signature of Employee		
Position/SG/Step: <u>ENGINEERING AIDE/SG 4/STEP 3</u>					
II	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared <input checked="" type="checkbox"/> / not cleared <input type="checkbox"/> work-related accountabilities from this Unit/Office/Dept.					
 RONIE B. GANDEZA Immediate Supervisor			 FELIZARDO B. CAYATOC Head of Office		
III	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
	Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services					
	a. Supply and Property Procurement and Management Services			DONNABEL J. OCAMPO Administrative Officer I (Supply Officer I)	
	b. Human Resource Welfare & Assistance			MAELAH L. REGALADO Administrative Officer IV (HRMO II)	
	c. Agency-accredited Union/Cooperative Palawan DENR Employees Multipurpose Cooperative (PADEMCO)			N/A	N/A
2 Library					
	a. Legal Office Library	N/A	N/A	N/A	N/A
	b. Library Services	N/A	N/A	N/A	N/A
3 Finance and Assets Management					
	a. Finance Services			CATHY R. FLORES Accountant I In-Charge Accounting Unit	
	b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
	c. Payroll & Remittance Services			GLENDA G. SANCHEZ Admin Asst. III (Computer Operator II)	
4 Professional and Institutional Development					
	a. Scholarship Services	N/A	N/A	N/A	N/A
IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
	a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
V	CERTIFICATION				
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.					
 FELIZARDO B. CAYATOC PENRO					