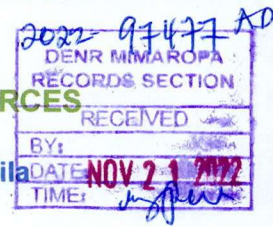




Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region

1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila
Tel. No. 405-0046, 248-3468/2483367 loc. 2701/2707



REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: **SARAH JANE D. SENA**

Plantilla Position/Designation: **CREDIT OFFICER I**

Plantilla Assignment: **DENR – MIMAROPA Region (PENRO Boac, Marinduque)**

Present Station: **Management Services Division, PENRO Marinduque**

Office Address: **Capitol Compound, Barangay Bangbangalon, Boac, Marinduque**

Contact Number: **09478736540** Email Address: **sarahjanesena@gmail.com**

Duration of travel: **December 10-16, 2022**

Destination: **Ayutthaya Province, Thailand**

Purpose: (please check)

☐ Vacation

☒ Tour

☐ Others : _____

☐ Pilgrimage/Religious activity

☐ Medical purpose

Type of Leave of Absence: **Vacation Leave**

Duration: **December 12-16, 2022**

Clearance required? ☒ No

(if more than 30 days) ☐ Yes

Approving authority :

I hereby certify that absence will not hamper operational efficiency of the office.:


GEMMA P. DELOS REYES
Name of certifying officer

In-Charge, Management Services Division
Position/Designation

I hereby endorse the herein request.

LORMELYN E. CLAUDIO, CESO IV
Name of head of office

Regional Executive Director
Position/Designation

CERTIFIED BY:

MA. CRISTINA C. RENDORIO
Chief, Personnel Section
Focal Person on Personal Travel Authority
/bah 11092022



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

APPLICATION FOR LEAVE

MSP
2405

1601
OCT 0 2022 9:30 AM

1. OFFICE/DEPARTMENT DENR PENRO MARINDUQUE	2. NAME : (Last) SENA	(First) SARAH JANE	(Middle) DELA CRUZ
3. DATE OF FILING October 3, 2022	4. POSITION Credit Officer I	5. SALARY On File	

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 (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. 56, 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) Ayutthaya, Thailand

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

5 days

INCLUSIVE DATES

December 12-16, 2022

6.D. COMMUTATION

- ☒ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A. CERTIFICATION OF LEAVE CREDITS

As of Aug. 2022

	Vacation Leave	Sick Leave
Total Earned	4.538	8.542
Less this application	5.000	
Balance	4.538	8.542

Eden P. Palacios

EDEN P. PALACIOS
Administrative Officer IV (HRMO II)
(Authorized Officer)

7.B. RECOMMENDATION

- ☒ For approval
- ☐ For disapproval due to

Gemma P. Delos Reyes
In-Charge, Management Services Division
(Authorized Officer)

7.C. APPROVED FOR:

5 days with pay FL
days without pay
others (Specify)

7.D. DISAPPROVED DUE TO:

"The original of this document is in digital format"

Digitally signed by Diaz Imelda Mendoza
IMELDA M. DIAZ
OIC - PENR Officer
(Authorized Official)

Certified By:

Eden P. Palacios
EDEN P. PALACIOS
ADMINISTRATIVE OFFICER IV



Booking no.
F9KV8U

Booking date
15 Aug 2022

Travel itinerary

Flight 1	Sat, 10 Dec 2022 ส., 10 ธ.ค. 2022	3 hours 25 minutes 3 ชม. 25 นาที
09:00	Manila (MNL) T3	
11:25	Bangkok - Don Mueang (DMK) T1	
Z2 285		3 hours 25 minutes

Flight 2	Fri, 16 Dec 2022 ศ., 16 ธ.ค. 2022	3 hours 20 minutes 3 ชม. 20 นาที
20:55	Bangkok - Don Mueang (DMK) T1	
01:15	Sat, 17 Dec 2022 Manila (MNL) T3	Arrives next day
Z2 288		3 hours 20 minutes

All times shown are local time

Guests	
Z2 285	Low Fare
Ms. Sarah Jane Sena	
Ms. Paloma De Chavez	
Mr. Manilo Dela Cruz	
Ms. Eva De La Cruz	
Z2 288	Low Fare
Ms. Sarah Jane Sena	

Ms. Paloma De Chavez

Mr. Manilo Dela Cruz

Ms. Eva De La Cruz



The banner features the AirAsia logo on the left. The main text in Thai asks 'อยากเที่ยวแบบไร้กังวล?' (Want to travel worry-free?). Below it, it says 'เพิ่มประกัน บินเที่ยว มั่นใจ ช้อลเลย' (Add insurance, fly with confidence, buy now). A central box highlights 'รับฟรี! บัตรกำนัลที่มั่ง Hot Seat 2 ที่มั่ง*' (Get free! Hot Seat 2 seats*). At the bottom, it states '*จำกัดสิทธิ์ 100 การจองล่วงหน้าเท่านั้น หรือจองผ่านบัตรกำนัล AirAsia' (*Limited to 100 advance bookings only or book via AirAsia card). On the right, a white box contains the text: 'เมื่อซื้อประกันกับการเดินทาง Tuna Protect จาก airasia แลไป-กลับ**' (When buying insurance for travel with Tuna Protect from airasia round-trip**), 'ระยะเวลาประกันเริ่มต้นตั้งแต่ 1 ธ.ค. 2565 - 31 ธ.ค. 2565' (Insurance period starts from Dec 1, 2022 - Dec 31, 2022), and a small disclaimer at the bottom: '**เงื่อนไขและข้อกำหนดอื่น ๆ โปรดอ่านใบสัญญา ด้านในบัตรประกันการเดินทาง Tuna Protect จาก airasia' (**Other terms and conditions apply, please read the contract inside the Tuna Protect travel insurance card from airasia).

Entry Guidelines

Kindly check that you adhere to the requirements and regulations set by the local governments of your respective international destinations. The Malaysian Government has made it MANDATORY for all incoming passengers including Malaysians to download and activate the MySejahtera mobile app before departing to Malaysia.

Prior to your departure and post-arrival, you may be required to fulfil a number of requirements, including proof of vaccination, health declarations, special passes, pre and post arrival COVID-19 test results, quarantine upon arrival, COVID-19 insurance (not required effective 1 May 2022) and daily self assessments. You may also be required to download certain mobile applications prior to arriving at your destination. Exclusive for AirAsia guests, book the RTK-Antigen test at Gateway [here](#) for RM60.

To ensure the highest safety standards, guests are highly encouraged to:

- Perform mandatory self check-in via the airasia Super App to minimise physical contact.
- Be certain that you're not experiencing COVID-19 symptoms, such as fever, cough, sore throat, runny nose or any respiratory symptoms.
- You are required to wear a mask when flying with AirAsia. For the safety of our guests and crew, we don't allow masks with exhalation or breathing valves as they are less effective in preventing the spread of COVID-19.
- Refrain from flying if you've had contact with a person with a confirmed or suspected case of COVID-19 or someone with a stay home order within the last 14 days.

For the latest, and verified information in your destinations, we strongly encourage all travelling guests to check the travel restrictions with the respective government of your origin and destination country / state directly, prior travelling with us.

Local travel restrictions:

We encourage you to be aware of the entry and health requirements of the countries you're travelling from and to:
[Thailand, Philippines](#)

Travel Insurance:

The Thailand government requires all foreign travellers entering Thailand to have an insurance policy. It must cover at least USD 20,000 prior May 1, 2022 and USD 10,000 from May 1, 2022 for COVID-19 healthcare expenses. [Get your insurance](#) that meets this requirement now.

Boarding:

Please be at the boarding gate at least 20 minutes before the scheduled time of departure or you'll be denied boarding. To maintain social distancing during boarding, we'll board guests from the back to the front and temporarily halt Xpress Boarding.

Meals:

You can [pre-book](#) your hot meals at least 24 hours before departure time and onboard snacks are available for purchase. For Indonesia AirAsia (QZ) domestic flights shorter than 2 hours, meals and snacks aren't available for pre-booking or onboard purchase. You aren't allowed to eat or drink during the duration except for medicinal purposes.

Wear a face mask:

You'll need to bring your own mask (preferably three-ply surgical or N95 masks). You'll need to wear it during and after your flight, including during check-in and bag collection.

Travel disruptions:

It's important that you **update your contact details** so we can keep you informed on any flight disruptions or changes. For assistance, please **chat with AVA** or contact us via WeChat, Facebook and Twitter (if you're flying to or from China, Hong Kong, Macao or Taiwan).

Travel documents

Make sure that your passport is valid and that you have all the relevant documents, including visas, entry permits etc., for the destination you're flying to. You may be denied boarding, detained or deported by the respective authorities if you fail to meet these requirements.

Check-in information

Self check-in 14 days before your departure via our website, mobile app or airport kiosks.

Baggage drop and check-in counters opening and closing times:

Domestic flights:

Opens: 3 hours before departure (from Kuala Lumpur), 2 hours before departure (from other airports)

Closes: 1 hour before departure (from Kuala Lumpur), 30 minutes before departure (from Japan), 45 minutes before departure (from other airports)

International flights:

Opens: 3 hours before departure

Closes: 1 hour before departure

Check-in deadlines may vary at different airports and for particular flights.

Baggage information

Checked Baggage:

You can pre-book up to 40 kg of checked baggage allowance per way for each guest. However, each piece of baggage must not weigh more than 32kg. There'll be excess baggage fees if the weight of your bags exceed your allowance.

You can combine your checked baggage allowance with other guests travelling under the same booking number.

Cabin Baggage:

You're allowed to carry one cabin bag (56 cm x 36 cm x 23 cm) and one small bag (40 cm x 30 cm x 10 cm).

The total permitted weight for the two pieces must not exceed 7 kg. [Read more.](#)

Prohibited items:

When packing your bags, please keep in mind of **items that are prohibited from being carried in your baggage** and regulations on the **carriage of liquids, aerosols and gels**.



REQUEST FOR PERSONAL TRAVEL AUTHORITY

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GEMMA P. DELOS REYES
Name of certifying officer

In-Charge, Management Services Division
Position/Designation

I hereby endorse the herein request.

LORMELYN E. CLAUDIO, CESO IV
Name of head of office

Regional Executive Director
Position/Designation

CERTIFIED BY:

MA. CRISTINA C. RENDORIO
Chief, Personnel Section
Focal Person on Personal Travel Authority
/bah 11092022