



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 12, 2022

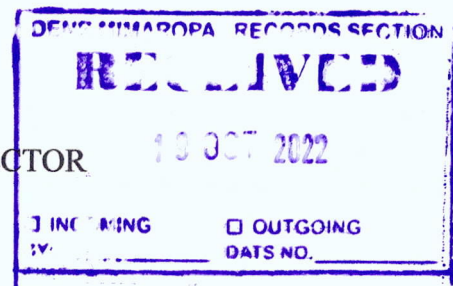
MEMORANDUM

FOR : THE REGIONAL EXECUTIVE DIRECTOR
DENR – MIMAROPA Region
1515 L&S Bldg., Roxas Boulevard,
Ermita, Manila

THRU : The Assistant Regional Director
for Management Services

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **REQUEST FOR EXTENSION OF LEAVE OF
ABSENCE OF SENIOR ECOSYSTEMS
MANAGEMENT SPECIALIST CAROLYN A.
ESMENDA**



Respectfully forwarded is the memorandum from CENRO Roxas, Palawan dated September 28, 2022 with regards to the request for extension of leave of absence to be spent abroad of SEMS Carolyn A. Esmenda from October 1, 2022 to January 5, 2023 with the following attached documents, to wit:

1. Letter request for extension of leave
2. Application for leave of absence

For information and consideration.


FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By Chen
Date: 13 OCT 2022 N 2022-2732



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
Community Environment and Natural Resources Office
Barangay III(Poblacion), Roxas, Palawan
Email address : cenroroxaspalawan@denr.gov.ph
09171606578

September 28, 2022

MEMORANDUM

FOR : The Regional Executive Director

THRU : The ARD for Management Services
The Provincial Environment and
Natural Resources

FROM : The Community Environment and
Natural Resources Officer

SUBJECT : **REQUEST FOR EXTENSION OF LEAVE OF ABSENCE
TO BE SPENT ABROAD OF SEMS CAROLYN ESMENDA.**

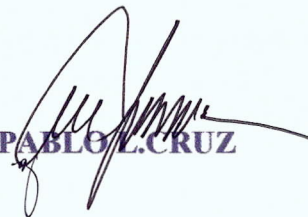
DENR PENRO
PALAWAN RECORDS
RECEIVED


BY: 
DATE: 09-30-2022 22:8913

Forwarded is the request for extension of leave of absence to be spent abroad for SEMS Carolyn Esmenda from October 1, 2022 to January 5, 2023.

Also attached is her duly accomplished leave form, approved application for leave from July 1-to September 30, 2022 and Office Clearance.

For your evaluation, consideration and approval.


PABLO L. CRUZ

DENR-CENRO ROXAS
RELEASED
DATE: SEP 29 2022
BY: 
2022-09-1478



September 20, 2022

MEMORANDUM

FOR : The Provincial Environment and Natural
Resources Officer – Palawan

THROUGH : The Community Environment and
Natural Resources Officer -
Roxas, Palawan

FROM : Senior Ecosystem Management Specialist

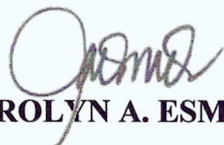
SUBJECT : **REQUEST FOR EXTENSION OF LEAVE OF ABSENCE TO BE
SPENT ABROAD**



The undersigned respectfully requests for the extension of my vacation leave to be spent abroad from October 1, 2022 to January 5, 2023. Due to domestic circumstances, travelling back to the Philippines before the end of my leave this September 30, 2022 may not be possible. My address during the said leave remains at 107 Paul Court, Roanoke, 46783 Indiana, USA.

Attached are my accomplished Leave Form and other pertinent documents.


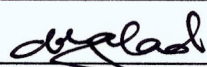

For consideration.


CAROLYN A. ESMENDA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CENRO Roxas, Palawan	2. NAME : (Last) (First) (Middle) ESMENDA CAROLYN ALCERA												
3. DATE OF FILING September 19, 2022	4. POSITION SEMS 5. SALARY PhP 45,203.00												
6. DETAILS OF APPLICATION													
6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" 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 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 Philippine _____ <input checked="" type="checkbox"/> Abroad (Specify) <u>107 Paul Court, Roanoke, Indiana, USA</u> <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 <u>Sixty five (65)</u> INCLUSIVE DATES <u>October 1, 2022 - January 5, 2023</u>	6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)												
7. DETAILS OF ACTION ON APPLICATION													
7.A CERTIFICATION OF LEAVE CREDITS As <u>31 AUG 2022</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>0</td><td>65.00</td></tr><tr><td>Less this application</td><td>-</td><td>-</td></tr><tr><td>Balance</td><td>0</td><td>65.00</td></tr></tbody></table>  MAELAH L. REGALADO Administrative Officer IV (HRMO II)		Vacation Leave	Sick Leave	Total Earned	0	65.00	Less this application	-	-	Balance	0	65.00	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ _____ DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services, DENR - MIMAROPA
	Vacation Leave	Sick Leave											
Total Earned	0	65.00											
Less this application	-	-											
Balance	0	65.00											
7.C APPROVED FOR: _____ 65 days with pay _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO: <u>7</u> _____ _____ _____												
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director, DENR - MIMAROPA 													



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CENRO Roxas, Palawan	2. NAME : (Last) (First) (Middle) ESMENDA CAROLYN ALCERA													
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<div style="text-align: center;">LORMELYN E. CLAUDIO, CESO IV Regional Executive Director, DENR - MIMAROPA </div>														



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CENRO Roxas, Palawan	2. NAME : (Last) (First) (Middle) ESMENDA CAROLYN ALCERA													
3. DATE OF FILING September 19, 2022														
4. POSITION SEMS														
5. SALARY PhP 45,203.00														
6. DETAILS OF APPLICATION														
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Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CENRO Roxas, Palawan	2. NAME : (Last) (First) (Middle) ESMENDA CAROLYN ALCERA	
3. DATE OF FILING May 25, 2022	4. POSITION SEMS	5. SALARY PhP 45,203.00

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)
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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 Philippine _____
- ☐ 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

Sixty five (65)

INCLUSIVE DATES

July 1 - September 30, 2022

6.D COMMUTATION

- ☒ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of May 31, 2022

	Vacation Leave	Sick Leave
Total Earned	937	45.09
Less this application		
Balance	937	45.09

MAELAND REGALADO

Administrative Officer IV (HRMO II)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

DONNA MAYOR-GONDOVE, CESO IV
Asst. Regional Director - MIMAROPA Region

7.C APPROVED FOR:

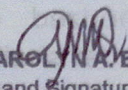
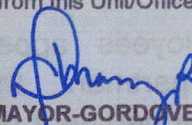
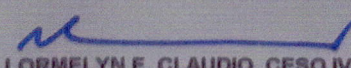
65 days with pay
days without pay VL
others (Specify)

7.D DISAPPROVED DUE TO:

LORENLYN E. FLAUIDO, 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		JUN 08 2022	
TO: DENR MIMAROPA REGION		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>TRAVEL ABROAD (INDIANA, USA)</u>			
Effectivity/Inclusive Period: <u>JUNE 28, 2022 - SEPTEMBER 30, 2022</u>			
Office of Assignment: <u>CENRO Roxas, Palawan</u>		 CAROLYN A. ESMENDA Name and Signature of Employee	
Position/SG/Step: <u>Senior ECOMS (SG-18)</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
1. Administration Sector			
a. General Services Section			ROMEO P. IBARRIENTOS OIC, General Services Section
b. Records Section	✓		MICHELLE B. TUYAN OIC Chief, Records Section
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
c. DREAMC	✓		BAYANI V. MANTUBIG 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			JANE G. BAUTISTA OIC, General Manager
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			