



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

DENR MIMAROPA REGIONAL OFFICE	
RECEIVED	
27 OCT 2022	
<input checked="" type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
DATE NO.	

October 14, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC-PENR Officer

SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL ABROAD

Respectfully forwarded is a Memorandum dated October 13, 2022 of Credit Officer I Sarah Jane D. Sena, requesting for an authority to travel abroad in Ayutthaya Province, Thailand on December 10-16, 2022.

Please be informed that the said travel is purely personal to visit a friend living in Thailand and no amount of money or government fund will be used for this trip.

In view of her travel, rest assured that her absence on specified dates will not hamper the regular operation of this Office where she is presently assigned.

For consideration and approval.


IMELDA M. DIAZ



October 13, 2022

MEMORANDUM

**FOR : The Regional Executive Director
DENR MIMAROPA Region**

THRU : The OIC-PENR Officer

FROM : The Credit Officer I

SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL ABROAD

The undersigned is respectfully requesting for a permit to travel abroad in Ayutthaya Province, Thailand on December 10-16, 2022. The purpose of the travel is to take a trip with parents and sibling to visit a friend living in Thailand.

Please be informed that the said travel is purely personal and no amount of money or government fund will be used for this trip.

Attached herewith is the application for leave and travel intent for your consideration and approval.

For information and record.


SARAH JANE D. SENA



October 13, 2022

MEMORANDUM

**FOR : The Regional Executive Director
DENR MIMAROPA Region**

THRU : The OIC-PENR Officer

FROM : The Credit Officer I

SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL ABROAD

The undersigned is respectfully requesting for a permit to travel abroad in Ayutthaya Province, Thailand on December 10-16, 2022. The purpose of the travel is to take a trip with parents and sibling to visit a friend living in Thailand.

Please be informed that the said travel is purely personal and no amount of money or government fund will be used for this trip.

Attached herewith is the application for leave and travel intent for your consideration and approval.

For information and record.


SARAH JANE D. SENA



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Boac, Marinduque

RECEIVED
BY: *Radoyan*
DATE: *10/4/22*

PENRO DOCUMENT ACTION AND TRACKING SLIP

DOCUMENT INFORMATION

Document Category: Incoming
Document No.: 2022-IN-002488
Sender/s:
 • Sarah Jane D. Sena / Gemma P. Delos Reyes
Originating Office: DENR PENRO Marinduque
Classification: Simple
Subject: Requesting for a travel permit -- Sarah Jane D. Sena

Encoded By: Manoel Christian Munar
Document Type: Letter
Control Code:
Date & Time Received: 10/04/2022 08:28 AM
Address:
Is This Urgent?: Yes

HISTORY LOGS

DOC. FROM	DOC. TO	RECEIVED	RELEASED	RUNTIME	ACTION TO BE TAKEN	REMARKS	ATTACHMENTS
• Sarah Jane D. Sena / Gemma P. Delos Reyes	• Imelda Diaz	10/04/2022 08:28 AM	10/04/2022 08:30 AM	2 mins.	For evaluation and comment/s		
• Imelda Diaz	<i>MSD</i>						

Mam Gemma

FOR INDOSSMENT

thanks po

Logbook

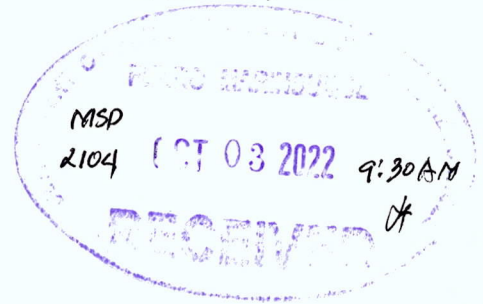
MSD Admin 10/6 10/7

*Please endorse this to R.O. and advice Credit Officer Sena to attach her VL.
Thanks.*

gm

October 3, 2022

IMELDA M. DIAZ
OIC, PENR Officer
DENR PENRO Marinduque
Boac, Marinduque



Dear Madam:

This is to respectfully request from your good office for a travel permit to Ayutthaya Province, Thailand on December 10-16, 2022 (5 working days). The purpose of my travel is to take a trip with my parents and sibling to visit our friend living in Thailand.

Please be noted that this trip is purely personal and no amount of money or government fund will be used for this trip.

I have already informed my Unit Head at the Cashiering Unit and he sees no conflict with our work schedules. Rest assured that my work will not be affected by the leave of absence and that I will finish all the tasks assigned to me prior to my leave.

I am sincerely hoping that this request will merit your favorable action. I have also filed my application for leave on the said dates, for your reference and approval.

Thank you and more power.

Respectfully yours,

SARAH JANE D. SENA
Credit Officer I

Noted by:

GEMMA M. DELOS REYES
In-Charge, Mgmt. Services Division

October 3, 2022

IMELDA M. DIAZ
OIC, PENR Officer
DENR PENRO Marinduque
Boac, Marinduque

Dear Madam:

This is to respectfully request from your good office for a travel permit to Ayutthaya Province, Thailand on December 10-16, 2022 (5 working days). The purpose of my travel is to take a trip with my parents and sibling to visit our friend living in Thailand.

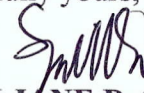
Please be noted that this trip is purely personal and no amount of money or government fund will be used for this trip.

I have already informed my Unit Head at the Cashiering Unit and he sees no conflict with our work schedules. Rest assured that my work will not be affected by the leave of absence and that I will finish all the tasks assigned to me prior to my leave.

I am sincerely hoping that this request will merit your favorable action. I have also filed my application for leave on the said dates, for your reference and approval.

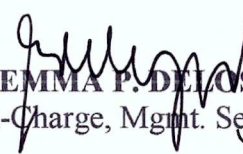
Thank you and more power.

Respectfully yours,



SARAH JANE D. SENA
Credit Officer I

Noted by:



GEMMA P. DELOS REYES
In-Charge, Mgmt. Services Division

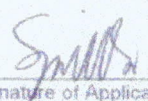
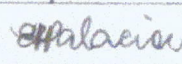
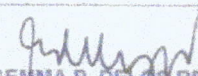

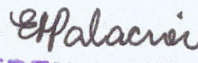


Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

APPLICATION FOR LEAVE

MSP
405

16001
(CTO) 777 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 <input type="checkbox"/> Vacation Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 40, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (RA No. 11210-IRR issued by CSC, DOA and SSS) <input type="checkbox"/> Paternity Leave (RA No. 2161-CSC MC No. 11 s. 1996, 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. 64, 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 (RA No. 9622) Others:		6.B DETAILS OF LEAVE In case of Vacation/Special Privilege Leave: <input type="checkbox"/> Within the Philippines <input checked="" type="checkbox"/> Abroad (Specify) Ayutthaya, Thailand In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify illness) <input type="checkbox"/> Out Patient (Specify illness) In case of Special Leave Benefits for Women: (Specify illness) In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR 5 days INCLUSIVE DATES December 12-16, 2022		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 of Aug. 2022 <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>4.538</td><td>8.542</td></tr><tr><td>Less this application</td><td>5.000</td><td></td></tr><tr><td>Balance</td><td>4.538</td><td>8.542</td></tr></tbody></table>  EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)			Vacation Leave	Sick Leave	Total Earned	4.538	8.542	Less this application	5.000		Balance	4.538	8.542	7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to  GEMMA P. DELOS REYES In-Charge, Management Services Division (Authorized Officer)	
	Vacation Leave	Sick Leave													
Total Earned	4.538	8.542													
Less this application	5.000														
Balance	4.538	8.542													
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 form." Certified By:  IMELDA M. DIAZ OIC - PENR Officer (Authorized Official)													
 EDEN P. PALACIOS ADMINISTRATIVE OFFICER IV															



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

APPLICATION FOR LEAVE

MSP
2405

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

<p>6.A. TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input checked="" type="checkbox"/> Mandatory/Forced Leave (Sec. 52, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Sick Leave (Sec. 41, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Maternity Leave (Sec. 113, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Paternity Leave (Sec. 113, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Solo Parent Leave (Sec. 21, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Study Leave (Sec. 41, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> 10-Day VAWO Leave (Sec. 41, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 41, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (Sec. 41, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (Sec. 41, RA 7801, DENR Administrative Order No. 2002-01)</p> <p><input type="checkbox"/> Adoption Leave (Sec. 41, RA 7801, DENR Administrative Order No. 2002-01)</p> <p>Others:</p>	<p>6.B. DETAILS OF LEAVE</p> <p>In case of Vacation/Special Privilege Leave:</p> <p><input type="checkbox"/> Within the Philippines</p> <p><input checked="" type="checkbox"/> Abroad (Specify) <u>Ayutthaya, Thailand</u></p> <p>In case of Sick Leave:</p> <p><input type="checkbox"/> In Hospital (Specify illness)</p> <p><input type="checkbox"/> Out Patient (Specify illness)</p> <p>In case of Special Leave Benefits for Women (Specify illness):</p> <p>In case of Study Leave:</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> SAR/Board Examination Review</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p>6.C. NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>5 days</u></p> <p>INCLUSIVE DATES:</p> <p><u>December 12-16, 2022</u></p>	<p>6.D. COMMUTATION</p> <p><input checked="" type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p><i>Spills</i> (Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.A. CERTIFICATION OF LEAVE CREDITS</p> <p>As of <u>Aug. 2022</u></p> <table border="1"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td><u>4.538</u></td> <td><u>4.542</u></td> </tr> <tr> <td>Less this application</td> <td><u>5.000</u></td> <td></td> </tr> <tr> <td>Balance</td> <td><u>4.538</u></td> <td><u>4.542</u></td> </tr> </tbody> </table> <p><i>Eden P. Palacios</i> EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)</p>		Vacation Leave	Sick Leave	Total Earned	<u>4.538</u>	<u>4.542</u>	Less this application	<u>5.000</u>		Balance	<u>4.538</u>	<u>4.542</u>	<p>7.B. RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to</p> <p><i>Genma P. Delos Reyes</i> GENMA P. DELOS REYES In-Charge, Management Services Division (Authorized Officer)</p>
	Vacation Leave	Sick Leave											
Total Earned	<u>4.538</u>	<u>4.542</u>											
Less this application	<u>5.000</u>												
Balance	<u>4.538</u>	<u>4.542</u>											

<p>7.C. APPROVED FOR</p> <p><u>5</u> days with pay <u>FL</u></p> <p>_____ days without pay</p> <p>_____ others (Specify):</p> <p><i>Imelda M. Diaz</i> IMELDA M. DIAZ OIC - PENR Officer (Authorized Official)</p>	<p>7.D. DISAPPROVED DUE TO</p> <p>_____</p> <p><i>Eden P. Palacios</i> EDEN P. PALACIOS ADMINISTRATIVE OFFICER IV</p>
--	---

Digitally signed by Diaz Imelda Mendoza



Booking no.

F9KV8U



Dear Sarah Jane Sena, your booking is confirmed.

สวัสดี Sarah Jane Sena บัคกิ้งของคุณได้รับการยืนยันแล้ว

Manage booking

Check in

Print 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

✈ 21:15

Bangkok - Don Mueang (DMK)

T1

📍 01:35

Sat, 17 Dec 2022

Manila (MNL)

T3

✚ Z2 288

Arrives next day

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