



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

APPLICATION FOR LEAVE

MSP
1929

SEP 03 2022 10:45AM
JF

1. OFFICE/DEPARTMENT PENRO/TSD		2. NAME : (Last) (First) (Middle) LOZANO CYNTHIA URUBIO													
3. DATE OF FILING <u>September 5, 2022</u>		4. POSITION <u>DMO V / CHIEF, TSD</u>													
5. SALARY DENR MIMAROPA RECORDS SECTION															
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 checked="" 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 In case of Vacation/Special Privilege Leave: <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ 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 <u>two (3) days only</u> INCLUSIVE DATES <u>August 30 - 31 & September 1-2, 2022</u>		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested CYNTHIA B. LOZANO (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of <u>Sept 4, 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>159.081</td> <td>341.583</td> </tr> <tr> <td>Less this application</td> <td></td> <td>4.00</td> </tr> <tr> <td>Balance</td> <td>159.081</td> <td>337.583</td> </tr> </tbody> </table> EDEN P. PALACIOS Administrative Officer IV			Vacation Leave	Sick Leave	Total Earned	159.081	341.583	Less this application		4.00	Balance	159.081	337.583	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ Digitally signed by Diaz Imelda Mendoza IMELDA M. DIAZ OIC, PENR Officer	
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Total Earned	159.081	341.583													
Less this application		4.00													
Balance	159.081	337.583													
7.C APPROVED FOR: <u>4</u> days with pay SL _____ days without pay _____ others (Specify) _____		7.D DISAPPROVED DUE TO: _____ _____ _____													
(Authorized Official)															



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3. DATE OF FILING **September 5, 2022** 4. POSITION **DMO V / CHIEF, TSD** 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

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☐ 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:

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☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

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INCLUSIVE DATES

August 30 - 31 & September 1-2, 2022

6.D COMMUTATION

- ☐ Not Requested
☐ Requested

CYNTHIA B. LOZANO
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **Sept 1, 2022**

	Vacation Leave	Sick Leave
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EDEN P. PALACIOS

Administrative Officer IV

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- ☐ For approval
☐ For disapproval due to _____

IMELDA M. DIAZ

OIC, PENR Officer

7.C APPROVED FOR:

4 days with pay **SL**
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(Authorized Official)



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