



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



September 20, 2022

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

FROM : The In-charge, PENR Officer
Oriental Mindoro

SUBJECT : **REQUEST OF SENIOR ECOSYSTEMS MANAGEMENT
SPECIALIST JOSE T. MONTECALVO FOR THE
TRAVEL AUTHORITY ON NOVEMBER 14-27, 2022
TO PERTH, AUSTRALIA**

Forwarded is the request of Senior Ecosystems Management Specialist Jose T. Montecalvo for the Travel Authority on November 14-27, 2022 to Perth, Australia, to witness his niece's wedding. Be informed that the government will incur no expenses on this trip and during the entire duration of his travel.

Attached is the Approved leave application and other pertinent documents for reference.

For consideration and approval.


ALMA E. GIBE



DENRPENR02209000032



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

Community Environment and Natural Resources Office

Camia St., San Mariano, Roxas, Oriental Mindoro
Contact No.: 0917 876 9985 / 0917 169 0232
VOIP: (043) 289-7118
Email: cenroroxas_orientalmin@yahoo.com

August 26, 2022

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

THRU : The In-charge, PENRO Oriental Mindoro
Calapan City, Oriental Mindoro

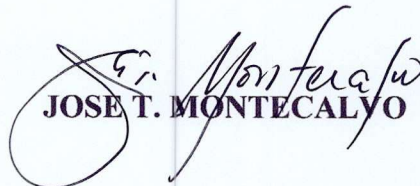
The CENR Officer
Roxas, Oriental Mindoro

FROM : SNR. ECOSYSTEMS MANAGEMENT SPECIALIST
JOSE T. MONTECALVO

SUBJECT : **REQUEST FOR PERSONAL TRAVEL AUTHORITY**

This pertains to my scheduled travel to Australia on November 14-27, 2022, may I request for a travel permit/clearance for my scheduled trip. The said travel is necessary to attend the wedding of my niece at Perth, Australia.

For information, consideration and approval.


JOSE T. MONTECALVO



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

August 30, 2022

MEMORANDUM

FOR : The In-charge, Office of the PENR Officer
FROM : The CENR Officer
SUBJECT : **REQUEST FOR PERSONAL TRAVEL AUTHORITY OF SNR. ECOSYSTEMS MANAGEMENT SPECIALIST JOSE T. MONTECALVO**

Forwarded herewith is the request for personal travel authority of Snr. Ecosystems Management Specialist Jose T. Montecalvo together with his copy of e-ticket and application for vacation leave from November 14, 2022- December 02, 2022.

For information and record.

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENR TRACKING NO.	
RECEIVED BY:	<i>ralesana</i>
DATE:	SEP 07 2022
TIME:	

ENGR. CAESAR E. QUEBEC

Tracking Number:



REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: **JOSE T. MONTECALVO**

Plantilla Position/Designation: **Senior Ecosystems Management Specialist**

Plantilla Assignment: **DENR – MIMAROPA Region**

Present Station: **DENR CENRO Roxas, Oriental Mindoro**

Office Address: **Camia St. Brgy. San Mariano, Roxas, Oriental Mindoro**

Contact Number: **09176793870**

Email Address: **JJosemontecalvo95@gmail.com**

Duration of travel: **November 14 - 30, 2022**

Destination: **Australia**

Purpose: (please check)

☒ Vacation

☐ Tour

☐ Others :

☐ Pilgrimage/Religious activity

☐ Medical purpose

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

Duration: **November 14, 2022 – December 02, 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.:


CATASAR E. QUEBEC
Name of certifying officer

CENR Officer
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 02032020



Republic of the Philippines
Provincial Environment and Natural Resources
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR PENRO ORIENTAL MINDORO	2. NAME (Last) MONTECALVO (First) JOSE (Middle) T
3. DATE OF FILLING August 26, 2022	4. POSITION Snr. Ecosystems Management Specialist 5. SALARY Php 45, 203.00

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended)</p> <p><input type="checkbox"/> Adoption Leave (RA No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input checked="" type="checkbox"/> Abroad (Specify): Australia</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p><i>In Case of Special Leave Benefits for Women:</i></p> <p><input type="checkbox"/> (Specify Illness) _____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><i>Other purpose:</i></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>THIRTEEN (13) DAYS</p> <p>INCLUSIVE DATES</p> <p>November 14; 16-18; 21-25; 28-29 & December 01-02, 2022</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p><i>(Signature of Applicant)</i></p> <p>Jose Montecalvo</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of _____</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>36.343</td> <td>213.600</td> </tr> <tr> <td>Less this application</td> <td>13.000</td> <td></td> </tr> <tr> <td>Balance</td> <td>23.343</td> <td>213.600</td> </tr> </tbody> </table> <p>BUENA P. FLORIDA Administrative Officer IV</p>		Vacation Leave	Sick Leave	Total Earned	36.343	213.600	Less this application	13.000		Balance	23.343	213.600	<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____ _____ _____</p> <p>LORMELYN E. CLAUDIO, CESO, IV Regional Executive Director</p>
	Vacation Leave	Sick Leave											
Total Earned	36.343	213.600											
Less this application	13.000												
Balance	23.343	213.600											
<p>7.C APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____ _____ _____</p>												

HIRO V. MASUDA, DBA, CESO III

Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives

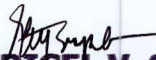


Republic of the Philippines
Department of Environment and Natural Resource
MIMAROPA Region
Provincial Environment and Natural Resources Office

CERTIFICATION

This is to certify that the personal travel abroad to Australia on November 14, 2022 to December 02, 2022 of Senior Ecosystems Management Specialist Jose T. Montecalvo of the Conservation and Development Section, DENR CENRO Roxas Oriental Mindoro shall not hamper the operational efficiency of the office.

This certification is issued in consonance with the Memorandum from the Executive Secretary dated January 3, 2018 re: Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department.


MARICEL V. SUPLEO
Chief, Mgt. Services Division

Mr JOSE MONTECALVO

Dear Mr Jose Montecalvo

We're thrilled to be welcoming you on board Singapore Airlines soon. In the mean time, you'll find your itinerary and conditions for your fare type attached to this e-mail. If you have any questions, don't hesitate to contact your [local Singapore Airlines](#) office. See you soon!

BOOKING REFERENCE: 5MFG3M

Ticket number: 618-2436723530
Date of Issue: 30 May 2022
Place of issue: Online booking
IATA number: 28395124

 Singapore Airlines Group**1. SQ917 • Manila to Singapore****ECONOMY (V)**

Non-stop • 3hrs 45mins

DEPARTING

MNL 14:05

Manila

Tuesday 15 Nov 2022

Ninoy Aquino Intl Terminal 3

ARRIVING

SIN 17:50

Singapore


Tuesday 15 Nov 2022

Changi

STATUS: **CONFIRMED** Singapore Airlines • SQ917

Airbus A350-900

Economy

 Checked baggage: 25kg**2. SQ215 • Singapore to Perth****ECONOMY (V)**

Non-stop • 5hrs 15mins

DEPARTING

SIN 18:40

Singapore

Tuesday 15 Nov 2022

Changi Terminal 1

ARRIVING

PER 23:55

Perth


Tuesday 15 Nov 2022

Perth Intl Terminal 1

STATUS: **CONFIRMED** Singapore Airlines • SQ215

Boeing 787-10

Economy

 Checked baggage: 25kg

3. SQ216 • Perth to Singapore

ECONOMY (V)

Non-stop • 5hrs 10mins

DEPARTING

PER 01:10

Perth

Sunday 27 Nov 2022

Perth Intl Terminal 1



ARRIVING

SIN 06:20

Singapore

Sunday 27 Nov 2022

Changi

STATUS: **CONFIRMED**



Singapore Airlines • SQ216

Boeing 787-10

Economy



Checked baggage: 25kg

4. SQ910 • Singapore to Manila

ECONOMY (V)

Non-stop • 3hrs 35mins

DEPARTING

SIN 09:15

Singapore

Sunday 27 Nov 2022

Changi Terminal 3



ARRIVING

MNL 12:50

Manila

Sunday 27 Nov 2022

Ninoy Aquino Intl Terminal 3

STATUS: **CONFIRMED**



Singapore Airlines • SQ910

Airbus A350-900

Economy



Checked baggage: 25kg

Payment details

Mode of payment

Paid with credit/debit card:

USD 697.80

Card Details:

Visa Card - XXXXXXXXXXXXX9007

Restrictions:

REBOOKING NOT PERMITTED / NON REFUND /
NO SHOW TKT CONSIDERED USED

Cost breakdown

	USD
Ticket fare:	598.00
Passenger Service charge (International)	10.50
Airport Development Levy	4.40
Passenger Service and Security Fee	8.80
Passenger Movement Charge	42.50
Safety and Security Charge (Domestic/International)	4.20
Safety and Security Charge (Domestic/International)	4.20
Passenger Services Charge - Intl	25.20
Grand total:	USD 697.80

Summary of fare conditions

Fare conditions	MNL - PER		PER - MNL	
	Economy Lite		Economy Lite	
 Baggage	25kg		25kg	
 Seat selection	Chargeable		Chargeable	
 Earn KrisFlyer miles	50% (SQ operated flights only)		50% (SQ operated flights only)	
 Upgrade with miles	Not Allowed		Not Allowed	
 Booking cancellation fee	Not Allowed		Not Allowed	
 Booking change fee (a fare difference may apply)	Complimentary		Complimentary	
 No show fee	Not Allowed		Not Allowed	

Cancellation and no-show fees will follow the more restrictive fare type. If you change both of your flights in the same transaction, only the higher change fee will be applied.



Manage booking

Select/Change your seats and meals, update your personal details, and more.



Check in

Online check-in is open 48 to 2 hours before your flight departs.