



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region 947

September 20, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515 L & S Building, Roxas Blvd.,
Ermita, Manila

THRU : The Assistant Regional Director
for Management Services

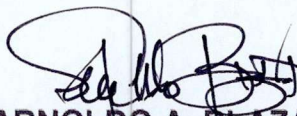
FROM : The PENR Officer

SUBJECT : SUBMISSION OF COMPUTERIZED LEAVE CREDITS OF
MS. ROSEMARIE CASA AND MR. ARVIN CASA IN SUPPORT
FOR THE APPLICATION OF TERMINAL LEAVE



Respectfully submitting the Computerized Leave Credits of Ms. Rosemarie Casa and Mr. Arvin Casa in support for the application of Terminal Leave.

For your consideration and approval.


ARNOLDO A. BLAZA, JR.
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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
Provincial Environment and Natural Resources Office
Odiongan, Romblon

LEAVE CARD

NAME: ROSEMARIE M. CASA
DATE OF BIRTH: November 19, 1959
1ST DAY OF SERVICE: September 1, 2015

POSITION AND DATE OF ORIGINAL APPOINTMENT: Land Management Inspector
PRESENT PLACE OF ASSIGNMENT: DENR-PENRO, ROMBLON

PERIOD	PARTICULARS		VACATION LEAVE				SICK LEAVE				REMARKS
	BALANCE BROUGHT FORWARD	EARNED	Absence undertime W/ PAY	BALANCE	Absence undertime w/o Pay	EARNED	Absence undertime W/ PAY	BALANCE	Absence undertime w/o Pay		
September 1, 2015 to February 2016	6 Months			7.500				7.500			
MARCH	(00-00-03)	1.25	0.006	8.744		1.25		8.750			
APRIL	(02-00-03)	1.25	0.006	9.988		1.25	2	8.000		SL(4/26-27/16)	
MAY	(06-00-27)	1.25	(3) 0.056	11.182		1.25		9.250		SPL(5/16-18/16)	
			3	8.182				9.250		VL(5/19-20;23/16)	
JUNE	(00-00-13)	1.25	0.027	9.405		1.25		10.500			
JULY	(03-04-07)	1.25	0.515	10.140		1.25	3	8.750		SL(7/11-13/16)	
AUGUST	(00-00-00)	1.25		11.390		1.25		10.000			
SEPTEMBER	(01-00-00)	1.25		12.640		1.25	1	10.250		SL(9/26/16)	
OCTOBER	(00-00-00)	1.25		13.890		1.25		11.500			
NOVEMBER	(00-01-01)	1.25	0.127	15.013		1.25		12.750			
DECEMBER	(00-02-34)	1.25	5	11.263		1.25	5	9.000		10days Monetization	
			0.321	10.942				9.000			
				10.942				9.000			
	2days FL disapproved			10.942				9.000		FL(12/28-29/15)	
TOTAL				10.942				9.000			

2017									
JANUARY	(00-00-30)	1.25	0.062	12.130		1.25		9.000	
FEBRUARY	(02-00-00)	1.25		13.380		1.25	2	10.250	SL(2/27-28/17)
MARCH	(00-00-30)	1.25		14.630		1.25		9.500	
APRIL	(05-00-17)	1.25	0.035	15.845		1.25		10.750	VL(4/17-21/17)
			5	10.845				12.000	
MAY	(00-00-12)	1.25	0.025	12.070		1.25		13.250	
JUNE	(00-00-00)	1.25		13.32		1.25		14.500	
JULY		1.25		14.57		1.25		15.750	
AUGUST	(05-00-00)	1.25	0.012	15.808		1.25	3	14.000	SL(8/14-16/17)
							2	12.000	SL(8/8-8/17)
SEPTEMBER	(01-00-00)	1.25	(3)	17.058		1.25	1	12.250	SL(9/8/17)
OCTOBER	(02-00-00)	1.25		18.308		1.25	2	11.500	SL(10/5-6/17)
NOVEMBER	(05-00-52)	1.25	(3) 0.108	19.450		1.25		12.750	SPL(11/6-8/17)
			10	9.450				12.750	10days Monetization
							2	10.750	SL(11/9-10/17)
DECEMBER		1.25	0.229	10.471		1.25		12.000	
TOTAL	5days FL disapproved			10.471				12.000	FL(12/22,23,27-29/16)
2018									
JANUARY	(00-00-07)	1.25	0.015	11.706		1.25		13.250	
FEBRUARY		1.25		12.956		1.25	3	11.500	SL(2/26-28/18)
MARCH		1.25		14.206		1.25	2	10.750	SL(3/1-2/18)
APRIL		1.25		15.456		1.25		12.000	
MAY	(02-00-02)	1.25	0.004	16.702		1.25	2	11.250	SL(5/9-10/18)
JUNE	(02-00-00)	1.25		17.952		1.25	1	11.500	SL(6/5/18)
			(1)	17.952					SPL(6/22/18)
JULY	(06-00-44)	1.25	(1) 0.092	19.11		1.25		12.750	CTO(7/24/18)
			5	14.11					FL(7/25-27,30-31/18)
AUGUST	(00-00-08)	1.25	0.017	15.343		1.25		14.000	
SEPTEMBER		1.25		16.593		1.25		15.250	
OCTOBER		1.25		17.843		1.25		16.500	
NOVEMBER		1.25		19.093		1.25		17.750	
DECEMBER	(03-00-00)	1.25	(2)	20.343		1.25		19.000	SPL(12/26-27/18)
			(1)						CTOL(12/28/18)

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
Provincial Environment and Natural Resources Office
Odiongnan, Romblon

LEAVE CARD

NAME: ARVIN O. CASA II
DATE OF BIRTH: September 10, 1960
1ST DAY OF SERVICE: July 1, 1985
POSITION AND DATE OF ORIGINAL APPOINTMENT: Engineering Aide
PRESENT PLACE OF ASSIGNMENT: DENR-PENRO, ROMBLON

PERIOD	PARTICULARS		VACATION LEAVE				SICK LEAVE				REMARKS
	BALANCE BROUGHT FORWARD	AS OF DECEMBER 2014	EARNED	Absence undertime W/ PAY	BALANCE	Absence undertime w/o Pay	EARNED	Absence undertime W/ PAY	BALANCE	Absence undertime w/o Pay	
Jan.2015-Dec. 2015					65.630				79.500		
JANUARY			1.25		66.880		1.25		80.750		
FEBRUARY			1.25		68.130		1.25		82.000		
MARCH			1.25		69.380		1.25		83.250		
APRIL			1.25		70.630		1.25		84.500		
MAY			1.25		71.880		1.25		85.750		
JUNE	(01-00-00)		1.25		73.130		1.25		87.000		
JULY			1.25		74.380		1.25		88.250		
AUGUST			1.25		75.630		1.25		89.500		
SEPTEMBER			1.25		76.880		1.25		90.750		
OCTOBER			1.25		78.130		1.25		92.000		
NOVEMBER			1.25		79.380		1.25		93.250		
DECEMBER	5days FL disapproved		1.25	5	75.630		1.25		94.500		FL(12/21-23,28-29/15)
				20	55.630			10	84.500		30days Monetization
TOTAL					55.630				84.500		
2016											
JANUARY	(00-00-00)		1.25		56.880		1.25		85.750		
FEBRUARY			1.25		58.130		1.25		87.000		

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MARCH		1.25		59.380		1.25		88.250		
APRIL	(00-00-03)	1.25	0	60.624		1.25		89.500		
MAY		1.25		61.874		1.25		90.750		
JUNE		1.25		63.124		1.25		92.000		
JULY		1.25		64.374		1.25		93.250		
AUGUST		1.25		65.624		1.25		94.500		
SEPTEMBER	(03-00-00)	1.25	(3)	66.874		1.25		95.750	SPL(9/7-9/16)	
	Additional 5 FL 2015	5		71.874 + 5FL (2015)				95.750	Time of Ma'am Manacho	
OCTOBER		1.25		73.124		1.25		97.000		
NOVEMBER	(00-04-10)	1.25		74.374		1.25		98.250		
DECEMBER		1.25	30	45.624		1.25		99.500	30days Monetization	
TOTAL	5days FL disapproved			45.624				99.500	FL(12/22,23,27-29/16)	
2017										
JANUARY	(00-19-19)	1.25	1.4	45.459		1.25		100.750		
FEBRUARY		1.25		46.709		1.25		102.000		
MARCH		1.25		47.959		1.25		103.250		
APRIL		1.25	5	44.209		1.25		104.500	VL(4/17-21/17)	
MAY	(00-00-00)	1.25		45.459		1.25		105.750		
JUNE	(00-00-00)	1.25		46.709		1.25		107.000		
JULY	(00-00-00)	1.25		47.959		1.25		108.250		
AUGUST		1.25		49.209		1.25		109.500		
SEPTEMBER	(01-00-43)	1.25		50.459		1.25		110.750		
OCTOBER		1.25		51.709		1.25		112.000		
NOVEMBER		1.25		52.959		1.25	30	83.250	30days Monetization	
DECEMBER		1.25		54.209		1.25		84.500		
TOTAL				54.209				84.500		
2018										
JANUARY		1.25		55.459		1.25		85.750		
FEBRUARY		1.25		56.709		1.25		87.000		
MARCH		1.25		57.959		1.25		88.250		
APRIL	(00-00-27)	1.25		59.209		1.25		89.500	SL(4/2/18)	
MAY	(01-00-00)	1.25		60.459		1.25		90.750	SL(5/7/18)	
JUNE		1.25		61.709		1.25		92.000		
JULY		1.25	0	62.957		1.25		93.250		
AUGUST	(00-00-37)	1.25		64.207		1.25		94.500		
SEPTEMBER		1.25		65.457		1.25		95.750		

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OCTOBER		1.25		66.707		1.25	97.000		
NOVEMBER		1.25		67.957		1.25	98.250		
DECEMBER	5days FL disapproved	1.25		69.207		1.25	99.500		
TOTAL	(03-00-00)		(3)	69.207			99.500		SPL(12/26-28/18)
2019				69.207			99.500		
JANUARY		1.25		70.457		1.25	100.750		
FEBRUARY		1.25		71.707		1.25	102.000		
MARCH		1.25		72.957		1.25	103.250		
APRIL		1.25		74.207		1.25	98.500	6	SL(4/10-12,15-17/19)
MAY		1.25		75.457		1.25	99.750		
JUNE		1.25		76.707		1.25	101.000		
JULY		1.25		77.957		1.25	102.250		
AUGUST	(00-00-03)	1.25	0	79.201		1.25	103.500		
SEPTEMBER		1.25	30	50.451		1.25	104.750		30 days Monetization
OCTOBER		1.25		51.701		1.25	106.000		
NOVEMBER		1.25		52.951		1.25	107.250		
DECEMBER	5days FL disapproved	1.25		54.201		1.25	108.500		FL(12/19-20,23,26-27/19)
TOTAL				54.201			108.500		
2020									
JANUARY		1.25	(2)	55.451		1.25	109.750		SPL(1/2-3/20)
FEBRUARY		1.25		56.701		1.25	111.000		
MARCH		1.25		57.951		1.25	112.250		
APRIL		1.25		59.201		1.25	113.500		
MAY		1.25		60.451		1.25	114.750		
JUNE		1.25		61.701		1.25	116.000		
JULY		1.25	30	32.951		1.25	117.250		30 days Monetization
AUGUST		1.25		34.201		1.25	118.500		
SEPTEMBER		1.25	(3)	35.451		1.25	119.750		SPL(9/9-11/20)
OCTOBER		1.25	0	36.686		1.25	121.000		
NOVEMBER		1.25		37.936		1.25	122.250		
DECEMBER		1.25	5	34.186		1.25	123.500		FL(12/21-23,28-29)
2021		16		50.186					
JANUARY		1.25		51.436		1.25	124.750		
FEBRUARY		1.25		52.686		1.25	126.000		

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MARCH	(05-00-00)	1.25		53.936		1.25	2	125.250	SL(3/17, 19)
			5	48.936				125.250	FL(3/22-26)
APRIL		1.25		50.186		1.25		126.500	
MAY		1.25		51.436		1.25		127.750	
JUNE	14 days Quarantine Leave	1.25		52.686		1.25		129.000	
JULY	June 20-July 4, 2021	1.25		53.936		1.25		130.250	
AUGUST		1.25		55.186		1.25		131.500	
SEPTEMBER		1.25		56.436		1.25		132.750	
OCTOBER		1.25		57.686		1.25		134.000	
NOVEMBER		1.25		58.936		1.25		135.250	
DECEMBER		1.25		60.186		1.25		136.500	SPL(12/23, 27, 28)

TOTAL 196.686

Prepared by:


GEMMA F. FALLARIA
 Administrative Officer IV/HRMO II

Reviewed by:


THELMO S. HERNANDEZ
 Chief, Management Services Division

Approved by:


ARNOLDO A. BLAZA, JR
 OIC, PEHR OFFICER