

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

Document Routing Slip

Document Number: P-2023-124755

Date Endocded: 19-Dec-2023

Sender:

PENRO Marinduque

Address:

Boac, Marinduque

Subject:

Application for Sick of PENRO- Marinduque Imelda M. Diaz on Nov. 3, 2023 (1) Day-

date filed: Nov 6, 2023

Addressee:

DENR MIMAROPA /Regional Office

Attachment(s):

upload/20231219_033301_RECORDS-Rosemarie

Urgent:

No; received by Records-Abe

Date Receiv	red: 19-1	Dec-2023					
		RO	UTING AND A	CTION INFORMATION			
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS			
RECORDS	2023-12-19	ORED	2023-12-19	Date: 2023-12-19 Status: OUT From: RECORDS-Rosemarie Message: Application for Leave forwarded for your information			
	3:35pm	ovali)	For the Anoly thank you. ORED 12/19/23			
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DENR MIMA PERTALA S. S.	0.00 000			Thorny			
	2:00 PM 12/20	ORED IN		47 mannerie g the ALD, Und zys			
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Republic of the Philippines Department of Environment and Natural Resources PENRO Marinduque

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APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME :	(Last)	(First)	(Middle)			
DENR-PENRO		DIAZ	IMELDA	MENDOZA			
3. DATE OF FILINGNov. 06, 2023	4. POSITION	OIC - F	PENR Officer	5. SAEARNE MINPARES	,00 ₁		
	6. DETAIL	S OF APPLIC	CATION	RECEIVE	END		
6.A TYPE OF LEAVE TO BE AVAILED OF		6.B	DETAILS OF LEAVE	DEC /9 2023 P	- 200		
☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules II	mplementing E.O. No. 292)	1/	n case of Vacation/Spe	ecial Privilege Leave:	247		
Mandatory/Forced Leave(Sec. 25, Rule XVI, Om	nibus Rules Implementing E.O.	No. 292)	Within the Philippines NCOMING DUTGOING				
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implem	enting E.O. No. 292)		Abroad (Specify) BY:				
Maternity Leave (R.A. No. 11210 / IRR issued by CS	C, DOLE and SSS)	11	n case of Sick Leave:	1 W T Sc. 6			
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s.	1998, as amended)		☐ In Hospital (Specify Illness)				
Special Privilege Leave (Sec. 21, Rule XVI, Omn	ibus Rules Implementing E.O. N	No. 292)	Out Patient (Specify Illness)				
Solo Parent Leave (RA No. 8972 / CSC MC No. 8, 8	3. 2004)	_					
Study Leave (Sec. 68, Rule XVI, Omnibus Rules Imple	menting E.O. No. 292)	11	In case of Special Leave Benefits for Women:				
10-Day VAWC Leave (RA No. 9262 / CSC MC No.			(Specify Illness)				
Rehabilitation Privilege (Sec. 55, Rule XVI, Omni				7	_		
Special Leave Benefits for Women (RA No			In case of Study Leave:				
Special Emergency (Calamity) Leave (CS	C MC No. 2, s. 2012, as amend	ded)	Completion of Master's Degree				
Adoption Leave (R.A. No. 8552)			☐ BAR/Board Examination Review				
Others:			Other purpose:	0.51%			
Othors.			☐ Monetization of Leave Credits☐ Terminal Leave				
CO NUMBER OF WORKING RAVE ARREST							
6.C NUMBER OF WORKING DAYS APPLIED one (1) day	D FOR	6.D	6.D COMMUTATION				
INCLUSIVE DATES			Not Requested				
November 03, 2023			Requested				
			(Signature of Applicant)				
7	. DETAILS OF A	ACTION ON A	APPLICATION				
7.A CERTIFICATION OF LEAVE CREDITS		7 R	RECOMMENDATION				
As of			For approval				
Vacation Leave				to			
Total Earned 55.792 Less this application	153.950						
Balance SS-792	152.950			3	-		
Espalacie				Many			
EDEN P. PALACIO Administrative Officer IV (DONNA MAYOR-GORDOVE				
(Authorized Office				nagement Services norized Officer)	-		
7.C APPROVED FOR:		7.0	DISAPPROVED DUE	TO			
days with pay SL				10.			
days without pay others (Specify)							
	. /	,			-		
	\mathcal{X}						
	FELIX S. MIL ASO	L, JR, CESO IV					
	OIC - Region Exc	ecurive Director					



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

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)									
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3. DATE OF FILINGNov. 06, 2023	4. POSITION _	OIC - PEN	IR Officer 5.	SALARY	00								
	6. DETAILS OF APPLICATION												
6.A TYPE OF LEAVE TO BE AVAILED OF		6.B DE	6.B DETAILS OF LEAVE										
☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Im	plementing E.O. No. 292)	In c	In case of Vacation/Special Privilege Leave:										
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omr	ibus Rules Implementing E.O. I	No. 292)	☐ Within the Philippines										
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Impleme	enting E.O. No. 292)		Abroad (Specify)										
Maternity Leave (R.A. No. 11210 / IRR issued by CSC	c, DOLE and SSS)	In c	In case of Sick Leave:										
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Study Leave (Sec. 68, Rule XVI, Omnibus Rules Impler		In c	In case of Special Leave Benefits for Women:										
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☐ Adoption Leave (R.A. No. 8552)			☐ BAR/Board Examination Review										
Others		Oth	Other purpose:										
Others:			☐ Monetization of Leave Credits										
	_		☐ Terminal Leave										
6.C NUMBER OF WORKING DAYS APPLIED	FOR	6.D C	6.D COMMUTATION ·										
one (1) day			☐ Not Requested										
INCLUSIVE DATES			☐ Requested										
November 03, 2023		-	(0)										
(Signature of Applicant)													
	. DETAILS OF A	CTION ON AP	PLICATION										
7.A CERTIFICATION OF LEAVE CREDITS		7.B R	7.B RECOMMENDATION										
As of Sept. 2023			For approval										
Vacation Leave	Sick Leave		For disapproval due to										
Less this application	1-10			\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	-								
Balance SS. 792	152.950												
EDEN P. PALACIO			1	Many									
Administrative Officer IV (HRMO II)		And the second s	YOR-GORDOVE gement Services									
(Authorized Office	er) Ø			ized Officer)									
7.C APPROVED FOR:	04	7.D D	ISAPPROVED DUE TO)·									
days with pay S L days without pay		/											
others (Specify)		/ -			_								
		-			-								
FELIX S. MILASOL, JK., CESO IV													
	OIC - Regional Exe	ecutive Director											