



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

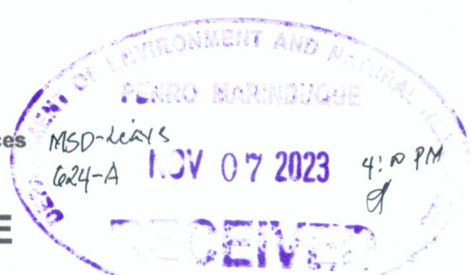
Document Routing Slip

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 Received:	19-Dec-2023		

ROUTING AND ACTION 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 DEC 20 2023 12:35 am 2:00 PM 12/20	over over ORED/IN AD	12/20 12/20	For the <u>AD</u> , thank you, ORED 12/19/23 For the AD's consideration/signature Thank for signature of the AD, Thank you Dm 12/20
				12-20-23 Forwarded to Records



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



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENRO	2. NAME : (Last) DIAZ (First) IMELDA (Middle) MENDOZA
---	---

3. DATE OF FILING Nov. 06, 2023	4. POSITION OIC - PENR Officer
--	---------------------------------------

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input 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 checked="" 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 (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p>DEC 19, 2023 P-2023 124755</p> <p>In case of Vacation/Special Privilege Leave:</p> <p><input type="checkbox"/> Within the Philippines <input checked="" type="checkbox"/> INCOMING <input type="checkbox"/> OUTGOING</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p>BY: _____ DATE: _____ TIME: _____</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"/> BAR/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>one (1) day</p> <p>INCLUSIVE DATES</p> <p>November 03, 2023</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p>_____ (Signature of Applicant)</p>
--	--

7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of Sept. 2023</p> <table border="1"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>55.792</td> <td>153.950</td> </tr> <tr> <td>Less this application</td> <td></td> <td>1.00</td> </tr> <tr> <td>Balance</td> <td>55.792</td> <td>152.950</td> </tr> </table> <p>EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)</p>		Vacation Leave	Sick Leave	Total Earned	55.792	153.950	Less this application		1.00	Balance	55.792	152.950	<p>7.B RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____ DONNA MAYOR-GORDOVE ARD for Management Services (Authorized Officer)</p>
	Vacation Leave	Sick Leave											
Total Earned	55.792	153.950											
Less this application		1.00											
Balance	55.792	152.950											

<p>7.C APPROVED FOR:</p> <p>1 days with pay SL</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	---

FELIX S. MILASOL, JR., CESO IV
OIC - Regional Executive Director



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

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR-PENRO	2. NAME : (Last) DIAZ	(First) IMELDA	(Middle) MENDOZA
---	---------------------------------	--------------------------	----------------------------

3. DATE OF FILING Nov. 06, 2023	4. POSITION OIC - PENR Officer	5. SALARY P93,043.00
--	---------------------------------------	-----------------------------

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☒ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ 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:

☐ Completion of Master's Degree

☐ BAR/Board Examination Review

Other purpose:

☐ Monetization of Leave Credits

☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

one (1) day

INCLUSIVE DATES

November 03, 2023

6.D COMMUTATION

☐ Not Requested

☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **Sept. 2023**

	Vacation Leave	Sick Leave
Total Earned	55.792	153.950
Less this application		1.00
Balance	55.792	152.950

EDEN P. PALACIOS

Administrative Officer IV (HRMO II)
(Authorized Officer)

7.B RECOMMENDATION

☒ For approval

☐ For disapproval due to _____

DONNA MAYOR-GORDOVE

ARD for Management Services
(Authorized Officer)

7.C APPROVED FOR:

1 days with pay **SL**

_____ days without pay

_____ others (Specify)

7.D DISAPPROVED DUE TO:

FELIX S. MIFASOL, JR., CESO IV
OIC - Regional Executive Director