



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

Document Routing Slip

**Document Number:** I-2023-124859      **Date Endocded:** 20-Dec-2023  
**Sender:** AD  
**Address:** 1515 DENR BY THE BAY BUILDING,ROXAS BOULEVARD, ERMITA, MANILA  
**Subject:** MEMO re: RECORDS OF ATTENDANCE OF ASSISTANT REGIONAL EXECUTIVE DIRECTOR FOR TECHNICAL SERVICES MAXIMO C. LANDRITO AND DAILY TIME RECORDS FOREST RANGER MARK JOSEPH P. MELCHOR FOR THE MONTH OF NOVEMBER 2023  
**Addressee:** Records Section  
**Attachment(s):** upload/20231220\_023701\_armie.deloeste  
**Urgent:** No; received by ADMINISTRATIVE DIVISION  
**Date Received:** 20-Dec-2023

ROUTING AND ACTION INFORMATION				
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
AD	2023-12-20 10:41	RECORDS 10:41	2023-12-20	Date: 2023-12-20 Status: OUT From: armie.deloeste Message: 10:41:49
<div><div>DENR MIMAROPA RECORDS SECTION RECEIVED</div><div>DEC 20 2023</div><div><input type="checkbox"/> INCOMING    <input type="checkbox"/> OUTGOING</div><div>BY: <i>Pa</i>    DATS NO. _____</div><div>TIME: _____</div></div>				



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

**MEMORANDUM**

FOR : THE PENRO ROMBLON  
THRU : THE CHIEF, MANAGEMENT SERVICES DIVISION  
ATTENTION : THE HEAD, ADMINISTRATIVE UNIT  
FROM : THE CHIEF, PERSONNEL SECTION  
SUBJECT : **RECORDS OF ATTENDANCE OF ASSISTANT REGIONAL  
EXECUTIVE DIRECTOR FOR TECHNICAL SERVICES  
MAXIMO C. LANDRITO AND DAILY TIME RECORDS  
FOREST RANGER MARK JOSEPH P. MELCHOR FOR  
THE MONTH OF NOVEMBER 2023**  
DATE : November 21, 2023

Forwarding herewith are the certified photocopy of records of attendance of Assistant Regional Director for Technical Services Maximo C. Landrito and Daily Time Records of Forest Ranger Mark Joseph P. Melchor for the month of November 2023.

For information and record.

  
MA. CRISTINA C. RENDORIO



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Republic of the Philippines  
Department of Environment and Natural Resources  
**Region IV- MIMAROPA**

**MEMORANDUM FOR THE SECRETARY**

THRU : The Assistant Secretary  
Human Resource Development and Legislative Affairs  
DENR Central Office  
Visayas Avenue, Diliman,  
Quezon City

FROM : The OIC, Assistant Regional Director for Technical Services

SUBJECT : **RECORD OF ATTENDANCE/LEAVE**

DATE : December 01, 2023


Respectfully submitted is the copy of my Record of Attendance/Leave for November 1-30, 2023.

This is in compliance with the Memorandum dated September 15, 2014 by Undersecretary Ernesto D. Adobo, Jr. regarding the submission of Office Attendance of Presidential Appointees and Officers-In-Charge to Third Level Positions.

For information and record.

CERTIFIED TRUE COPY  
OF THE ORIGINAL

  
MAXIMO C. LANDRITO

  
MA. CRISTINA G. RENDORIO  
Chief Personnel Section

CC: PENRO ROMBLON  
DENR-PENRO-ROMBLON  
Brgy. Tabing-Dagat, Odiongan, Romblon

DENR by the Bay Bldg., 1515 Roxas Boulevard, Brgy. 668, Ermita, Manila  
DENR VOIP: (02) 8248-3367/ 248-3468/ 8249-3367local 2701  
Website: <http://mimaropa.denr.gov.ph>  
Email: [mimaroparegion@denr.gov.ph](mailto:mimaroparegion@denr.gov.ph)



**RECORD OF ATTENDANCE/LEAVE**  
(For Third Level Appointees/Designated OICs Only)

I hereby certify that I have rendered services for **November 2023** except on the following dates due to the reason/s indicated (*please check type of leave availed of/purpose and/or destination of travel*):

DATE	SICK LEAVE*	VACATION LEAVE*	OTHERS* (Special Leave Privileges, Forced Leave, etc.)
November-30, 2023	N/A	N/A	N/A

This Certification is being issued in accordance with Sec. 3 of Rule XVII on Government Office Hours of the CSC Law and Rules.

  
**MAXIMO C. LANDRITO**

(Printed Name and Signature)

OIC, Assistant Regional Director  
for Technical Services  
(Position/Designation)

**DENR, Region IV, MIMAROPA**

(Place of Assignment)


December 01, 2023

(Date)

Noted:

  
**FELIX S. MIRASOL, JR., CESO IV**

Regional Executive Director

  
**MA. CRISTINA G. RENDORIC**  
Chief Personnel Section

CERTIFIED TRUE COPY  
OF THE ORIGINAL

- \*\* Secretary signs attendance of USECs, Bureau Directors, and Heads of Attached Agencies & Directors of PAO & SCO;
- \*\* USECs/ASECs sign attendance of Directors under them;
- \*\* Bureau Directors sign attendance of Asst. Bureau Directors and Regional Directors (MGB & EMB);
- \*\* Heads of Attached Agencies sign attendance of Asst. General Manager/Deputy Administrators and all other Presidential Appointees under them;
- \*\* Regional Executive Directors sign attendance of Regional Technical Directors.

Note:

- \* 1. Please attach application for leave of absence in the proper form;
- 2. Please submit this Certification to the Personnel Division/Section within the first five (5) working days of the succeeding month. The Personnel Section/Office in the Regional Offices, Bureaus and Attached Agencies shall forward a certified true copy to the DENR Central Office for file in the official's 201 folder.



**TIME RECORD**

I hereby certify that I have rendered services for November, 2023, to wit:

DATE	SICK LEAVE	VACATION LEAVE	OTHERS (SPECIFY)
November 01-30, 2023	N/A	N/A	N/A


  
**MAXIMO C. LANDRITO**

OIC, Assistant Regional Director  
For Technical Services

NOTED:

  
**FELIX S. MIRASOL, JR., CESO IV**  
OIC, Regional Executive Director

CERTIFIED TRUE COPY  
OF THE ORIGINAL

  
MA. CRISTINA RENDORIO  
Chief Personnel Section



## Daily Time Record for the period 11/01/2023 to 11/30/2023

Printed by : ma

Late Frequency : 4 Legal Holiday : 1

REMINDER : Please return within 5 days together with the required signed official documents.





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

# APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT \_\_\_\_\_ 2. NAME: (Last) (First) (Middle)  
MELCHOR, MARK JOSEPH P.

3. DATE OF FILING DEC. 4, 2023 4. POSITION FOREST RANGER 5. SALARY 15,948

## 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

3 DAYS

INCLUSIVE DATES

Nov. 3, 16, 29, 2023

### 6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

(Signature of Applicant)

## 7. DETAILS OF ACTION ON APPLICATION

### 7.A CERTIFICATION OF LEAVE CREDITS

As \_\_\_\_\_

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

(Authorized Officer)

### 7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to \_\_\_\_\_

ROSARIO C. GULMATICO  
-CHIEF, ADMINISTRATION DIVISION

### 7.C APPROVED FOR:

- \_\_\_\_\_ days with pay
- \_\_\_\_\_ days without pay
- \_\_\_\_\_ others (Specify)

CERTIFIED TRUE COPY  
OF THE ORIGINAL

MA. CRISTINA RENDORIO  
Chief Personnel Section

DONNA MAYOR-GORDOVE, CESO IV  
Assistant Regional Director for Management Services

### 7.D DISAPPROVED DUE TO: