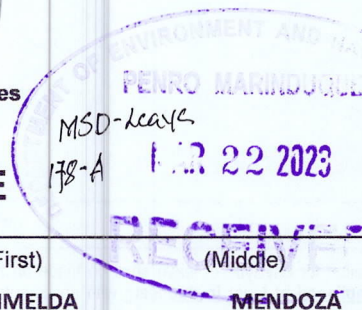




Republic of the Philippines  
Department of Environment and Natural Resources  
PENRO Marinduque

APPLICATION FOR LEAVE



1. OFFICE/DEPARTMENT DENR-PENRO	2. NAME : (Last) DIAZ (First) IMELDA (Middle) MENDOZA	3. DATE OF FILING March 22, 2023	4. POSITION OIC - PENR Officer	5. SALARY
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6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  Others:	6.B DETAILS OF LEAVE  In case of Vacation/Special Privilege Leave: <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify)  In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify Illness)  In case of Special Leave Benefits for Women: (Specify Illness)  In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave	6.C NUMBER OF WORKING DAYS APPLIED FOR four (4) days  INCLUSIVE DATES March 15, 16, 17 & 20, 2023	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)
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7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of Feb. 2023 <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>47.042</td><td>152.20</td></tr><tr><td>Less this application</td><td></td><td>4.00</td></tr><tr><td>Balance</td><td>47.042</td><td>148.20</td></tr></table> EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned	47.042	152.20	Less this application		4.00	Balance	47.042	148.20	7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to  DONNA MAYOR-GORDOVE ARD for Management Services (Authorized Officer)
	Vacation Leave	Sick Leave											
Total Earned	47.042	152.20											
Less this application		4.00											
Balance	47.042	148.20											

7.C APPROVED FOR: 4 days with pay SL days without pay others (Specify)	7.D DISAPPROVED DUE TO:
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LORMELYN E. CLAUDIO, CESO IV  
Regional Executive Director





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

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>DENR-PENRO</b>	2. NAME : (Last) <b>DIAZ</b> (First) <b>IMELDA</b> (Middle) <b>MENDOZA</b>														
3. DATE OF FILING <b>March 22, 2023</b>	4. POSITION <b>OIC - PENR Officer</b>	5. SALARY _____													
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<div>6.C. NUMBER OF WORKING DAYS APPLIED FOR</div> <div><b>four (4) days</b></div> <div>INCLUSIVE DATES</div> <div><b>March 15, 16, 17 &amp; 20, 2023</b></div>		<div>6.D. COMMUTATION</div> <div><input type="checkbox"/> Not Requested</div> <div><input type="checkbox"/> Requested</div> <div> (Signature of Applicant)</div>													
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<div>7.C. APPROVED FOR:</div> <div><b>4</b> days with pay <b>SL</b></div> <div>_____ days without pay</div> <div>_____ others (Specify)</div>		<div>7.D. DISAPPROVED DUE TO:</div> <div>_____ _____ _____</div>													
<div><b>LORMELYN E. CLAUDIO, CESO IV</b> Regional Executive Director</div>															