



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

MSD-Leaye 178-A

APPLICATION FOR LEAVE

6. DETAILS OF APPLICATION 6. A TYPE OF LEAVE TO BE AVAILED OF Vacation Leave (Sec. 51, Rue 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, Rue XVI, Omnibus Rules Implementing E.O. No. 292) Maternity Leave (RA No. 11210 / IRR issued by CSC, DCLE and SSS) Paternity Leave (RA No. 11210 / IRR issued by CSC, DCLE and SSS) Paternity Leave (RA No. 11210 / IRR issued by CSC, DCLE and SSS) Paternity Leave (RA No. 11210 / IRR issued by CSC, DCLE and SSS) Paternity Leave (RA No. 11210 / IRR issued by CSC, DCLE and SSS) Detain Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended) Special Privilege Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Special Leave Benefits for Wormen (RA No. 9710 / CSC MC No. 25, s. 2010) Special Leave Benefits for Wormen (RA No. 9710 / CSC MC No. 25, s. 2010) Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) Adoption Leave (RA No. 8552) Others:	1. OFFICE/DEPARTMENT 2. NAME :	(Last) (First) (Middle)	
6. DETAILS OF APPLICATION 6.A TYPE OF LEAVE TO BE AVAILED OF Vacation Leave (Soc. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Mandatory/Forced Leave(Soc. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Maternity Leave (RA No. 11210 / IRR sawal by CSC, DOLE and SSS) Paternity Leave (RA No. 11210 / IRR sawal by CSC, DOLE and SSS) Paternity Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended) Special Privilege Leave (Soc. 21, Rule XVI, Omnibus Rules implementing E.O. No. 292) Stolo Parent Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended) Study Leave (Soc. 8, Rule XVI, Omnibus Rules implementing E.O. No. 292) Stolo Parent Leave (RA No. 872 / CSC MC No. 8, s. 2004) Study Leave (Soc. 8, Rule XVI, Omnibus Rules implementing E.O. No. 292) Special Information Privilege (Soc. 55, Rule XVI, Omnibus Rules implementing E.O. No. 292) Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 2, s. 2010) Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 2, s. 2010) Special Leave Rendefits for Women (RA No. 9710 / CSC MC No. 2, s. 2012, as amended) Adoption Leave (RA No. 8552) Others: Monetization of Leave Credits Terminal Leave Soc. No. 15, s. 2005 The Case of Study Leave: Completion of Master's Degree BAR/Board Examination Review Other purpose: Monetization of Leave Credits Terminal Leave Soc. No. 15, s. 2005 The Case of Study Leave: Completion of Master's Degree BAR/Board Examination Review Other purpose: Monetization of Leave Credits Terminal Leave Total Eamed Total Eamed	DENR-PENRO	DIAZ IMELDA MENDOZÁ	
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Adoption Leave (R.A. No. 8552)	Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010	In case of Study Leave:	
Other purpose: Monetization of Leave Credits Terminal Leave 6.C NUMBER OF WORKING DAYS APPLIED FOR four (4) days INCLUSIVE DATES March 15, 16, 17 & 20, 2023 T. DETAILS OF ACTION ON APPLICATION 7. DETAILS OF ACTION ON APPLICATION 7. A CERTIFICATION OF LEAVE CREDITS As of Fib. 2025 Vacation Leave Sick Leave Total Earned 41. 042 ISL 20 Other purpose: Monetization of Leave Credits Requested (Signature of Applicant) 7. B RECOMMENDATION For approval For disapproval due to For disapproval due to	☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended	d) Completion of Master's Degree	
Others: ☐ Monetization of Leave Credits ☐ Terminal Leave 6.C NUMBER OF WORKING DAYS APPLIED FOR four (4) days ☐ Not Requested ☐ Requested ☐ Requested ☐ Requested ☐ Signature of Applicant) 7. DETAILS OF ACTION ON APPLICATION 7.A CERTIFICATION OF LEAVE CREDITS ☐ As of Fib. 2025 ☐ Vacation Leave Sick Leave ☐ Total Earned ☐ You of the content of Leave Credits ☐ Terminal Leave ☐ Not Requested ☐ Requested ☐ Requested ☐ Prof approval ☐ For approval ☐ For disapproval due to ☐ For disapproval du	Adoption Leave (R.A. No. 8552)	☐ BAR/Board Examination Review	
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INCLUSIVE DATES March 15, 16, 17 & 20, 2023 7. DETAILS OF ACTION ON APPLICATION 7.A CERTIFICATION OF LEAVE CREDITS As of Feb. 2025 Vacation Leave Sick Leave Total Earned 47. 042 IS2. 2 € INCLUSIVE DATES Requested 7. Requested 7. B RECOMMENDATION For approval For disapproval due to For disapproval due to	6.C NUMBER OF WORKING DAYS APPLIED FOR	6.D COMMUTATION	
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7. DETAILS OF ACTION ON APPLICATION 7.A CERTIFICATION OF LEAVE CREDITS As of 「Fいか・ ふうとう	INCLUSIVE DATES	☐ Requested Ç Q /	
7. DETAILS OF ACTION ON APPLICATION 7.A CERTIFICATION OF LEAVE CREDITS As of _ fいと 2025 Vacation Leave Sick Leave For disapproval due to Total Earned 47・042 152・2 の	March 15, 16, 17 & 20, 2023		
7.A CERTIFICATION OF LEAVE CREDITS As of _Fこか・ むしょう Vacation Leave Sick Leave Total Earned 41・042 IS2・2や For disapproval due to	5 800 (100 (20) 4	(Signature of Applicant)	
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		☐ For disapproval due to	
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Expalació			
EDEN P. PALACIOS Administrative Officer IV (HRMO II) DONNA MAYOR-GORDOVE ARD for Management Services			
(Authorized Officer) (Authorized Officer)			
7.C APPROVED FOR: 7.D DISAPPROVED DUE TO:	7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:	
4 days with pay SL			
days without pay others (Specify)			
Stricts (Opecity)	others (openly)		
LORMELYN E. CLAUDIO, CESO IV	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 2. NAME:	(Last) (First) (Middle)	
DENR-PENRO	DIAZ IMELDA MENDOZA	
3. DATE OF FILING March 22, 2023 4. POSITION	OIC - PENR Officer 5. SALARY	
6. DETAILS OF APPLICATION		
6.A. TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE	
 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. 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. 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) 	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:	
- Activities and the second se	☐ Terminal Leave	
6.C NUMBER OF WORKING DAYS APPLIED FOR four (4) days INCLUSIVE DATES March 15, 16, 17 & 20, 2023	6.D COMMUTATION Not Requested Requested (Signature of Applicant)	
7. DETAILS OF ACTION ON APPLICATION		
7.A CERTIFICATION OF LEAVE CREDITS As of Feb・ 知之う Vacation Leave Sick Leave Total Earned 47.042 152・20 Less this application 4・1000 110 Balance 47.042 144・20 EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer) 7.C APPROVED FOR:	7.B RECOMMENDATION For approval For disapproval due to DONNA MAYOR-GORDOVE ARD for Management Services (Authorized Officer) 7.D DISAPPROVED DUE TO:	
days with payS days without pay others (Specify)	E. CLAUDIO, CESO IV ecutive Director	