



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region 379

OUTGOING

Received by: APU
Date: 3/31/23

March 28, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515 L & S Bldg., Roxas Blvd.,
Ermita, Manila

THRU : The Assistant Regional Director
for Management Services

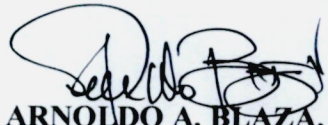
FROM : The PENR Officer

SUBJECT: **SUBMISSION OF APPLICATION FOR MATERNITY LEAVE
AND MEDICAL CERTIFICATE OF ADMINISTRATIVE
OFFICER IV (BUDGET) JENNIFER C. ANASTACIO**

DENR MIMAROPA RECORDS SECTION	
RECEIVED	
APR 26 2023	
<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY: _____	DATS NO. _____
TIME: _____	

Respectfully forwarding the application for Maternity Leave attached with medical certificate and Office Clearance of Budget Officer Jennifer C. Anastacio effective February 27, 2023 to June 11, 2023.

For information and approval.


ARNOLDO A. BLAZA, JR.



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region 379-A

March 28, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
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AND MEDICAL CERTIFICATE OF ADMINISTRATIVE
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Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odiongan, Romblon

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR PENRO Romblon/MSD	2. NAME: (Last) (First) (Middle) ANASTACIO JENNIFER C.	
3. DATE OF FILING February 24, 2023	4. POSITION AO (IV) Budget Officer II	5. SALARY P

6. DETAILS OF APPLICATION

6.A. TYPE OF LEAVE TO BE AVAILED OF <input checked="" 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 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) <input type="checkbox"/> Others: _____	6.B. DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <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 105 days INCLUSIVE DATES February 27, 2023 - June 11, 2023	6.D. COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A. CERTIFICATION OF LEAVE CREDITS As of <u>January 31, 2023</u> <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>50.496</td><td>58.25</td></tr><tr><td>Less this application</td><td>-</td><td>-</td></tr><tr><td>Balance</td><td>50.496</td><td>58.25</td></tr></table> GEMMA F. FALLARIA AO IV (HRMO II)		Vacation Leave	Sick Leave	Total Earned	50.496	58.25	Less this application	-	-	Balance	50.496	58.25	7.B. RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services Division
	Vacation Leave	Sick Leave											
Total Earned	50.496	58.25											
Less this application	-	-											
Balance	50.496	58.25											
7.C. APPROVED FOR: 105 days with pay maternity leave days without pay others (Specify)	7.D. DISAPPROVED DUE TO: LORMELYN E. CLAUDIO, CESO IV Regional Executive Director												



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odiongan, Romblon

APPLICATION FOR LEAVE

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3. DATE OF FILING <u>February 24, 2023</u>	4. POSITION <u>AO (IV) Budget Officer II</u>		5. SALARY <u>P</u>

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

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<input type="checkbox"/>	Adoption Leave (R.A. No. 8552)
<input type="checkbox"/>	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

105 days

INCLUSIVE DATES

February 27, 2023 - June 11, 2023

6.D COMMUTATION

☐ Not Requested

☒ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of January 26, 2023

	Vacation Leave	Sick Leave
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Less this application	-	-
Balance	50.496	58.25

GEMMA F. FALLARIA
AO IV (HRMO II)

7.B RECOMMENDATION

☐ For approval

☐ For disapproval due to _____

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

7.C APPROVED FOR:

105 days with pay maternity Leave

_____ days without pay

_____ others (Specify)

7.D DISAPPROVED DUE TO:

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odiongan, Romblon

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR PENRO Romblon/MSD	2. NAME: (Last) ANASTACIO	(First) JENNIFER	(Middle) C.
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<p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p style="text-align: center;">105 days</p> <p>INCLUSIVE DATES</p> <p style="text-align: center;">February 27, 2023 - June 11, 2023</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input checked="" type="checkbox"/> Requested</p> <p style="text-align: right;">(Signature of Applicant)</p>

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<p>LORMELYN E. CLAUDIO, CESO IV Regional Executive Director</p>													



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Republic of the Philippines
Province of Romblon
ROMBLON PROVINCIAL HOSPITAL
M.L. Quezon St., Liwanag, Odiongan, Romblon

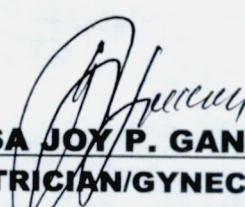
MEDICAL CERTIFICATE

TO WHOM IT MAY CONCERN:

This is to certify that **JENNIFER C. ANASTACIO**, **29** years old
of **POCTOY, ODIONGAN, ROMBLON** *examined/treated/confined*
in the hospital on/from **FEBRUARY 26 , 2023** *to* **MARCH 2, 2023** *with*
the following findings/diagnosis= **G1P1 (1001) PU 37 4/7 WEEKS AOG CEPHALIC
DELIVERED VIA LTCS 1 SECONDARY TO
ARREST IN CERVICAL DILATATION TO ALIVE
FULL TERM BABY GIRL AS 8,9 BW 2740 GRAMS;
HYPERTHYROIDISM
X-X-X**

NOT VALID WITHOUT SEAL




TERESA JOY P. GANAN, M.D.
OBSTETRICIAN/GYNECOLOGIST
LIC. NO: 109695

MARCH 10, 2023
Date



Republic of the Philippines
Province of Romblon
ROMBLON PROVINCIAL HOSPITAL
M.L. Quezon St., Liwanag, Odiongan, Romblon

MEDICAL CERTIFICATE

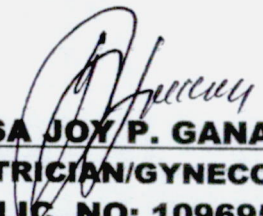
TO WHOM IT MAY CONCERN:

This is to certify that JENNIFER C. ANASTACIO, 29 years old
of POCTOY, ODIONGAN, ROMBLON examined/treated/confined
in the hospital on/from FEBRUARY 26, 2023 to MARCH 2, 2023 with
the following findings/diagnosis= **G1P1 (1001) PU 37 4/7 WEEKS AOG CEPHALIC
DELIVERED VIA LTCS 1 SECONDARY TO
ARREST IN CERVICAL DILATATION TO ALIVE
FULL TERM BABY GIRL AS 8,9 BW 2740 GRAMS;
HYPERTHYROIDISM
X-X-X**

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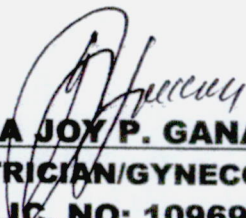
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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
CLEARANCE FORM

(Instructions at the back)

I PURPOSE

TO: **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

Date of Application

I hereby apply for clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:
☐ Retirement ☐ Leave

Please specify: **Maternity Leave (R.A. No.11210)**

Effectivity/Inclusive Period:

Office of Assignment: **PENRO ROMBLON**

JENNIFER C. ANASTACIO

Position/SG/Step: **ADMIN OFFICER IV (BUDGET OFFICER II)/SG-15/S-3**

Name and Signature of Employee

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.

MALVIN R. ROCERO

Chief, Technical Services Division

THELMO S. HERNANDEZ

Chief, Management Services Division

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
Supply and Property Procurement and a. Management Services			HERSALYN M. ROYO Admin. Officer I (Supply Officer)	
b. Human Resource Welfare & Assistance			GEMMA F. FALLARIA Admin. Officer IV (HRMO II)	
c. Agency-accredited Union/Cooperative			ALLAN T. SENDIONG Land Management Officer/ DENREU President	
2. Library				
a. Records			JOEVIR J. CABARON Admin. Officer I (Records)	
b. Cashiering Services			EDLYN S. AREVALO Admin. Officer I (Cashier)	
3. Finance and Assets Management				
a. Financial Services			FLORENCE GRACE F. DOMINGO Accountant III/ Chief, Admin and Finance Section	
Transaction, Processing & Billing b. Services				
c. Payroll & Remittance Services				
4. Professional and Institutional Development				
a. Scholarship Services				

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office

- ☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)

V CERTIFICATION

ARNOLDO A. BLAZA, JR.
OIC, PENR Officer

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