

Republic of the Philippines

Department of Environment and Natural Resources

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

PROVINCE OF PALAWAN

J INC LING

D CUTCOING

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL: penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/434-8791

January 10, 2023

MEMORANDUM

FOR

The Regional Executive Director

DENR - R4 MIMAROPA Region

FROM

The Provincial Environment and

Natural Resources Officer

SUBJECT

REQUEST FOR A TRAVEL AUTHORITY TO DUBAI &

ABUDHABI OF PARK MAINTENANCE FOREMAN ANITA S. LLORCA OF CENRO QUEZON, PALAWAN

Respectfully forwarded is the memorandum from CENRO Quezon, Palawan dated January 10, 2023 relative to the request for travel authority of Park Maintenance Foreman Anita S. Llorca to Dubai and Abudhabi. Said travel shall be on February 15, 2023 and April 19, 2023.

This office interposes no objection on the said travel for it will not hamper the operation of the concerned CENRO. Likewise, all the expenses to be incurred will be shouldered by PMF Llorca.

Attached are the following documents:

- 1. Application for Leave
- 2. PENRO and CENRO Clearances
- 3. Airline tickets

For her information, consideration and approval.

DENR-PALAWAN
PENRO-RECORDS
RELEASED

By
Date: 7 JAN 2023 CN 23 - 132



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

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

National Highway, Brgy. Alfonso XIII, Quezon, Palawan Contact No.: 0917-160-4920 Email: cenroquezon@denr.gov.ph

January 10, 2023

MEMORANDUM

FOR

The Regional Executive Director

MIMAROPA Region

1515 DENR By the Bay Bldg. Roxas Blvd.

Brgy. 668, Ermita, Manila

THRU

The Provincial Environment and

Natural Resources Officer

Sta. Monica, Puerto Princesa City

FROM

The OIC, Community Environment and

Natural Resources Officer and Concurrent PASu MMPL

SUBJECT

:

REQUEST FOR A TRAVEL AUTHORITY TO DUBAI &

ABUDHABI OF PARK MAINTENANCE FOREMAN ANITA

S. LLORCA OF CENRO QUEZON, PALAWAN

Forwarded is the memorandum dated January 9, 2023 of PMF Anita S. Llorca requesting for a travel authority for leisure, recreation and to take care and assist her daughter in-law on her expected childbirth on March 2023. The proposed date of travel in the aforementioned countries is on February 15, 2023 to April 19, 2023.

Please be informed that this Office interposes no objection on the said travel and certify that her absence will not hinder nor affect on the accomplishment of the Office target. Further, all expenses to be incurred is solely shouldered by the requesting personnel.

Attached are application for leave, CENRO Clearance and photocopy of her flight details.

For your information, consideration and approval.

KENATOS. GONZAGA



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

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

National Highway, Brgy. Alfonso XIII, Quezon, Palawan Contact No.: 0917-160-4920 Email: cenroquezon@denr.gov.ph

January 9, 2023

MEMORANDUM

FOR

: Community Environment and

Natural Resources Officer

Quezon, Palawan

FROM

: Anita S. Llorca

Park Maintenance Foreman

SUBJECT

: REQUEST FOR A TRAVEL AUTHORITY TO DUBAI &

ABUDHABI ON FEBRUARY 15, 2023 TO APRIL 18, 2023.

This has reference with the Memorandum of Executive Secretary dated January 3, 2018 re: above subject.

Please be informed that the undersigned is requesting for a travel authority for leisure, recreation and to take care of my daughter in-law on her childbirth at my own expense from February 15, 2023 to April 19, 2023.

Attached herewith is my Application for Leave for 44 days and Photo copy of my Flight Details of the said travel.

For his information and recommendation.

ANITA S. LLORCA



Republic of the Philippines Provincial Environment and Natural Resources Sta. Monica, Puerto Princesa City

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	Seaton Cod Fa	2. NAME:	(Last)	(First)	(Middle)		
CENRO Quezon, Pa	alawan	LLO	RCA	ANITA	SALAMAGOS		
3. DATE OF FILING Janua	DATE OF FILING January 9, 2023 4. POSITION Par			Maintenance Foreman 5. SALARY			
-	adsport i en gres in	6. DETAILS	OF APPLI	CATION			
S.A TYPE OF LEAVE TO BE	AVAILED OF		6.B	DETAILS OF LEAVE	Or a. Book State of the		
☑ Vacation Leave (Sec. 51, Rui	e XVI, Omnibus Rules Implen	enting E.O. No. 292)	100	In case of Vacation/Special Privilege Leave:			
☐ Mandatory/Forced Leave	Sec. 25, Rule XVI, Omnibus	Rules Implementing E.O. N	No. 292)	☐ Within the Philippines			
Sick Leave (Sec. 43, Rule XVI,	Omnibus Rules Implementing	E.O. No. 292)		Abroad (Specify)			
☐ Maternity Leave (R.A. No. 11	210 / IRR issued by CSC, DO	DLE and SSS)		In case of Sick Leave:			
Paternity Leave (R.A. No. 81	87 / CSC MC No. 71, s. 1998	as amended)		☐ In Hospital (Specify Illness)			
☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus F	tules Implementing E.O. No	o. 292)	Out Patient (Specify Illness)			
☐ Solo Parent Leave (RA No.	8972 / CSC MC No. 8, s. 200	4)					
☐ Study Leave (Sec. 68, Rule XV	I, Omnibus Rules Implementi	ng E.O. No. 292)	10:61	In case of Special Lea	eve Benefits for Women:		
☐ 10-Day VAWC Leave (RA	No. 9262 / CSC MC No. 15,	s. 2005)		(Specify Illness)	AND THE PARTY OF THE PARTY OF THE PARTY.		
☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus F	tules Implementing E.O. No	o. 292)		rrub iOt - "Himsily in the		
☐ Special Leave Benefits for	or Women (RA No. 971	0 / CSC MC No. 25, s. 2010	0)	In case of Study Leave:			
☐ Special Emergency (Call	amity) Leave (CSC MC	No. 2, s. 2012, as amende	led)	☐ Completion of Master's Degree			
Adoption Leave (R.A. No. 855	52)			☐ BAR/Board Examination Review			
				Other purpose:			
Others:				☐ Monetization of Leave Credits			
	STATE CONTROL OF T		2 10 10	☐ Terminal Leave			
S.C NUMBER OF WORKING	DAYS APPLIED F	OR STORES	6.D	COMMUTATION	wat to great up that there		
44 days		<u> </u>	(Francisco	☐ Not Requested			
INCLUSIVE DATES	INCLUSIVE DATES			Requested			
February 15 - April 19,	2023	SARA PER ELL E	A Phil	A William			
and the second s					ature of Applicant)		
Chiefer a	7. [DETAILS OF A	CTION ON	APPLICATION			
.A CERTIFICATION OF LEA	wassoon od vani 18 -	po Rapaginanto none		RECOMMENDATION	N		
As Dece	ember 31, 2022			For approval			
Total Formed	Vacation Leave 23.631	Sick Leave 66.98	36.00	☐ For disapproval du	e to		
Total Earned Less this application	23	00.98					
Balance	0.631	66.98			torical possibilities		
MALAH D REGALADO			-67	DONNA N	MAYOR-GORDOVE, CESO IV		
Administrative Officer IV(HRMO II)			-	Assistant Regional Director for Management Services			
C APPROVED FOR:	el flesta marcal sammass		7.0	DISAPPROVED DU	IE TO:		
days with pay (VL) 3 (SPL) 1 (CTC))	7.U	DISAPPROVED DU	nest by the service of the second		
days without pay others (Specify)				HEDAN (SECTION DOWN			
				and the second s			
		LORMELYN E.					
				The same of the sa			
		Regional Ex	xecutive Dire	ector			



Republic of the Philippines Provincial Environment and Natural Resources Sta. Monica, Puerto Princesa City

APPLICATION FOR LEAVE

 OFFICE/DEPARTMENT CENRO Quezon, Pa 		NAME :	(Last) (First) RCA ANITA	(Middle) SALAMAGOS			
3. DATE OF FILING Janua	ry 9, 2023	. POSITION _	Park Maintenance Foreman	5. SALARY ₱19,744.00			
6. DETAILS OF APPLICATION							
3.A TYPE OF LEAVE TO BE	AVAILED OF		6.B DETAILS OF LEAVE	E complete production of the			
✓ 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 (RA. No. 11210 / IRR issued by CSC, DOLE and SSS) Paternity Leave (RA. 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(RA No. 8552)			Description of Mass Sarah Bar/Board Examing Other purpose:	☐ Monetization of Leave Credits			
A4 days INCLUSIVE DATES February 15 - April 19, 2	A programa de la composição de la compos	R Shreat and element of the control	1	☐ Not Requested			
the restaurant of the substantial of	7. DI	TAILS OF AC	CTION ON APPLICATION				
7.A CERTIFICATION OF LEA As Dece Total Earned Less this application Balance	VE CREDITS mber 31, 2022 Vacation Leave 23.631 23 0.631	Sick Leave 66.98 0 66.98	7.B RECOMMENDATIO ☐ For approval ☐ For disapproval du	. Winds Box 90 - March 10-10-			
MA	AH D REGALADO		DONNA N	MAYOR-GORDOVE, CESO IV			
Administrative Officer IV(HRMO II)			Assistant Regional I	Assistant Regional Director for Management Services			
7.C APPROVED FOR: 27 days with pay (VL) 3 (SPL) 1 (CTO) 17 days without pay others (Specify)			7.D DISAPPROVED DU	JE TO:			
		LORMELYN E.	CLAUDIO, CESO IV				
	_	Regional Fx	ecutive Director				



Done ANITA LLORCA_ITINERARY PPS -...





Travel Advisory: Flexible Options for Passe...

Itinerary Receipt

Print Itinerary



Print Itinerary

Confirmed

Thank you. Your transaction was successful.

BOOKING DATE

BOOKING REFERENCE NO.

January 4, 2023

NM15XK

Scan QR Code to check in

Flight Details

PPS - MNL

15 Feb 2023 · 09:25 PM - 11:00 PM

15 Feb 2023

09:25 PM

1h 35m

FLIGHT NO. 5J 642

DEPARTURE

Puerto Princesa

Puerto Princesa International Airport

15 Feb 2023

11:00 PM

ARRIVAL

Ninoy Aquino International Airport - Terminal 3

Flight operated by: 🧼 Cebu Pacific 🗼 Cebgo

Guest Details

FLIGHT

ADD-ONS

MS. ANITA LLORCA

Adult

PPS - MNL

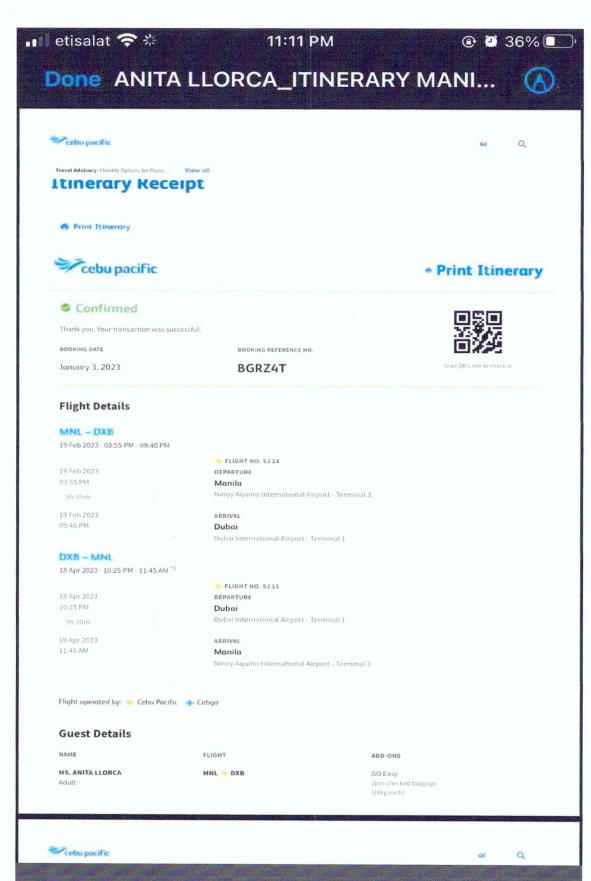
2pcs checked baggage (20kg each)

All flights

The following are applied across all flights

cebu pacific







CS Form No.7 Series of 2018

Republic of the Philippines DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES Region IV-B, PENRO, Puerto Princesa City Sta. Monica, Puerto Princesa city

CLEARANCE FORM

PURPOSE: TO TRAVEL ABROAD FOR VACATION AND LE	ISURE TIME			;		
JANUARY 13, 2023						
TO. DENID DENIDO DALAWAN			Date of Filing			
TO: DENR-PENRO-PALAWAN I hereby request clearance from money, property a	nd work-relate	ed accounta	bilities for:	eynaya I		
Purpose: Transfer		ignation [Other Mode of Separation :	1. TV65/		
Retirement	Leav		Please specify:			
-		ve	riedse specify .	And and the section of the section o		
Date of Effectivity: FEBRUARY 15, 2023 TO API	RIL 19, 2023					
Office of Assignment: CENRO QUEZON, PALAWAN		15 13 18 18 18 18 18 18 18 18 18 18 18 18 18	Agller	PRODUCE A TOTAL		
CHICE OF ASSIgnment.	Thice of Assignment: CENRO QUEZON, PALAWAN ANITA S.LLORCA					
Position/SG/Step: PARK MAINTENANCE FOREMAN Name and Signature of Employee						
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES						
We hereby certify that this employee is cleared		of work-relat	ted accountabilities from this Unit/Office	/Dept.		
- retularing			e se Carallas va	Ver 1		
WAMALAYDA S. TALABUCON			FELIZARDO B. CAYATOC			
Planning Officer III	341 3 A 16 1	Transfer to	Head of Office			
Officer-In-Charge Mgt. Services Division and Chief, Planning Section						
Immediate Supervisor						
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTA	BILITIES	756 L8 .71		are and or a contract of		
Name of Unit/Office/Department	Cleared	Not	Name of Clearing Officer/Official	Signature		
	Gicarca	Cleared	enrienz avera inne ferra la	1.1111.02.00		
1 Administrative Services	E	Essistant I	La parriaga a parriaga	alm.		
a. Supply and Property Procurement and		THE WART IN	DONNABEL J. OCAMPO Administrative Officer I	1-00-Minne		
Management Services			(Supply Officer I)	of authorities		
			MAILAH L. REGALADO	1000		
b. Human Resource Welfare & Assistance	Edmund of	13 7 63	Administrative Officer IV	aprilary		
"battop" of rabbat and set. and	. 52 6. SJJ411	Ven T	(HRMO II)			
c. Agency-accredited Union/Cooperative				o su		
Palawan DENR Employees Multipurpose Cooperative			JOHNNY P. LILANG	Jens		
(PADEMCO) 2 Library	and a section of the	la aveasure e	Manager	V 192 Carte San		
	T	T T		Lastrona Ma		
a. Legal Office Library	N/A	N/A	N/A	cyclores N/A		
b. Library Services	N/A	N/A	N/A	N/A		
3 Finance and Assets Management						
State of a section to ge	18 16 977	and bed	CATHY R. FLORES	M		
a. Finance Services			Accountant I In-Charge Accounting Unit	(4)		
h Tananakian Bassasian & Billian Coming	NI/A	N/A		NI/A		
b. Transaction, Processing & Billing Services	N/A	N/A	N/A GLENDA G. SANCHEZ	N/A		
			Admin Asst. III	auto-		
c. Payroll & Remittance Services	a matama (artistigam) simboti		(Computer Operator II)	717		
4 Professional and Institutional Development						
a. Scholarship Services	N/A	N/A	N/A	N/A		
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:	14//	14//				
a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A		
with pending administrative cas		I IVA	17/6	1 19/7		
parameter and the second						
with ongoing investigation (no	ormal charge	yet)				
V CERTIFICATION						
I hereby certify that this employee is cleared of work-related	, money and p	roperty acco	ountabilities from this agency. This certif	ication includes no pending		
administrative case from this agency.	L	,				
ELIZARDO B. CAYATOC						
		PENRO				
				Page 1 of 2		

Republic of the Philippines DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES MIMAROPA Region COMMUNITY ENVIRONMENT AND NATURAL RESOURCES National Highway, Brgy. Alfonso XIII, Quezon, Palawan

CLEARANCE FORM

PURPOSE: FOR TRAVEL ABROAD FOR VACATION AND LEISURE TIME								
	JANUARY 9, 2023							
TO: DENR-CENRO QUEZON, PALAWAN	Data of Filing							
I hereby request clearance from money, property an	nd work-rela	ated accoun	stabilities for:					
Purpose: Transfer Resignation Other Mode of Separation :								
Retirement	hammen and	ave	Please specify:					
Date of Effectivity: FEB. 15, 2023 TO APR. 19, 2023	1		. read open, ,	MATERIAL PROPERTY AND ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY				
Office of Assignment: CENRO QUEZON, PALAWA	Hellen	NOVO						
Position/SG/Step: PARK MAINTENANCE FOR	Position/SG/Step: PARK MAINTENANCE FOREMAN/8/1 A Name and Signature of Employee							
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES								
We hereby certify that this employee is cleared / not cleared	of work-rela	ated accour	ntabilities from this Unit/Office Dept.					
de la vivia de la			18/10					
DAVID E. GALLEMA, JR.		7	TENATO S. GONZAGA					
Immediate Supervisor	MATANA A CONTROL OF THE STATE O	-	Mead of Office	-				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTAB	ILITIES							
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature				
1 Administrative Services		Cleared						
a. Supply and Property Procurement and			MYRNA T. LIBAO	1				
Management Services	/		PARK MAINTENANCE FOREMAN	the the training				
			(Acting Property Custodian)	1				
b. Human Resource Welfare & Assistance	/							
	,		CHARLENE F. LLORCA					
c. Records	/		ADMINISTRATIVE OFFICER I	girlana_				
2 Library			(Records Officer)					
a. Legal Office Library	N/A	N/A	N/A					
			N/A	N/A				
b. Library Services 3 Finance and Assets Management	N/A	N/A	N/A	N/A				
a. Finance Services	D1/0	21/2						
a. Thaires services	N/A	N/A	N/A	N/A				
b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A				
c. Payroll & Remittance Services	N/A	NI/A	21/2					
4 Professional and Institutional Development	N/A	N/A	N/A	N/A				
a. Scholarship Services	N/A	N/A	2/2					
CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:	N/A	N/A	N/A	N/A				
a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	D1/0				
a. Internal Affairs Office/Legal Affairs Office N/A								
with ongoing investigation (no formal charge yet)								
CERTIFICATION								
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no								
pending administrative case from this agency.								
Albert -								
MENAYO S. GONZAGA								
Old CEMRO Concurrent PASu MMPL								







MAHALAGANG PAALALA

- Ang pasaporteno ito ay pag-aari ng Republika ng Pilipinas. Dapat iteng pakuta sa sandaling hingin ng may kapangyarihang sinatawah ng Pamahalaan ng
- Artg pinagkalooban na nakapangalan dito ay dapat makipagkita o makipag-sonayan sa pinakamalapit na Pasuguan o Konsulado ng Pilipinas pagdating sa pook na patutunguhan
- Ang pagpapalit, pagdaragdag o pagsira sa mga nilalaman ay mahigpit na ipinagbabawal. Anumang pagbabago na walang pahintulot ay magpapawalang saysay sa pasaporteng ito.

PILIPINAS

IMPORTANT REMINDERS



P 2 7 0 1 0 3 3 C *