



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
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3. DATE OF FILING December 29, 2022	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 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 checked="" 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 checked="" 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
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6.C NUMBER OF WORKING DAYS APPLIED FOR one (1) day INCLUSIVE DATES January 3, 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 Dec. 2022 <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>44.542</td><td>149.70</td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>44.542</td><td>149.70</td></tr></table> EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned	44.542	149.70	Less this application			Balance	44.542	149.70	7.B RECOMMENDATION <input 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	44.542	149.70											
Less this application													
Balance	44.542	149.70											

7.C APPROVED FOR: 1 days with pay SP days without pay others (Specify)	7.D DISAPPROVED DUE TO:
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LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

DENR MIMAROPA
RECORDS SECTION
RECEIVED

FEB 09 2023

<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY:	DATS NO.
TIME:	



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Department of Environment and Natural Resources
PENRO Marinduque

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	Vacation Leave	Sick Leave											
Total Earned	44.542	149.72											
Less this application													
Balance	44.542	149.72											

7.C APPROVED FOR: <div>1 days with pay <i>SP</i></div> <div>_____ days without pay</div> <div>_____ others (Specify)</div>	7.D DISAPPROVED DUE TO: _____ _____ _____
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LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director