

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

MSP 29/3 L IC 29 2022 4: P 9/4)

☐ INCOMING ☐ OUTGOING

BY:___

DATS NO.

APPLICATION FOR LEAVE

				· · · · · · · · · · · · · · · · · · ·		
1.	OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)	
	DENR-PENRO		DIAZ	IMELDA	MENDOZA	
3.	DATE OF FILING	4. POSITION		OIC - PENR Officer	5. SALARY	
		6. DETAIL	S OF A	PPLICATION		
6.A	TYPE OF LEAVE TO BE AVAILED OF			6.B DETAILS OF LEAVE		
	Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Imple	ementing E.O. No. 292)		In case of Vacation/S	pecial Privilege Leave:	
	Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibu	us Rules Implementing E.0	D. No. 292)	☑ Within the Philippin	nes	
	Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			Abroad (Specify)		
	Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)			In case of Sick Leave:		
	Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)			☐ In Hospital (Specify Illness)		
V	Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				y Illness)	
Г	Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 20					
Г	Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implemen			In case of Special Lea	ve Benefits for Women:	
	10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)				ve Benefits for Women.	
	Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus		No. 202)	(Specify liftless)		
				In coop of Study I cov		
Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)				In case of Study Leave:		
Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)			nded)	☐ Completion of Master's Degree		
L	Adoption Leave (R.A. No. 8552)			☐ BAR/Board Examir	nation Review	
			Other purpose:			
Others:				☐ Monetization of Lea	ave Credits	
_				☐ Terminal Leave		
6.C	NUMBER OF WORKING DAYS APPLIED F	OR		6.D COMMUTATION		
	one (1) day			☐ Not Requested		
	INCLUSIVE DATES			☐ Requested	0 0)	
	January 3, 2023					
				(Sig	gnature of Applicant)	
	7.	DETAILS OF A	ACTION	ON APPLICATION		
7.A	CERTIFICATION OF LEAVE CREDITS			7.B RECOMMENDATION	V	
	As of			☐ For approval		
	Vacation Leave	Sick Leave		☐ For disapproval du	e to	
	Total Earned 44.542	149.70				
	Less this application Balance 44.542	149.7N				
	EHalacie					
	EDEN P. PALACIOS				MAYOR-GORDOVE	
	Administrative Officer IV (HR (Authorized Officer)	MO II)			lanagement Services thorized Officer)	
	(Authorized Officer)				anonzed emeer)	
7.C	APPROVED FOR:			7.D DISAPPROVED DUE TO:		
	days with pay SP			***************************************		
	days without pay others (Specify)					
		LORMELYN	E. CLAUD	DIO, CESO IV		
Regional Executive D					DENR MIMAROPA	
					RECORDS SECTION	
					画を 調ン場 一般と 題 マールン 黒い	
					FEB 09 2023	



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

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT 2. NA	AME: (Last)	(First)	(Middle)					
DENR-PENRO	DIAZ	IMELDA	MENDOZA					
3. DATE OF FILING December 29, 2022 4. Pe	OSITION	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 B	In case of Vacation/Special Privilege Leave:							
☐ Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules In	☑ Within the Philippines							
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. N.	Abroad (Specify)							
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and	In case of Sick Leave:							
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amer	☐ In Hospital (Specify Illness)							
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☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s	☐ Completion of Master's Degree							
Adoption Leave (R.A. No. 8552)	☐ BAR/Board Examination Review							
	Other purpose:							
Others:	☐ Monetization of Leave Credits							
		☐ Terminal Leave						
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6.C NUMBER OF WORKING DAYS APPLIED FOR one (1) day	6.D COMMUTATION							
		☐ Not Requested						
INCLUSIVE DATES		Requested						
January 3, 2023		(Sign	nature of Applicant)					
7 DETA	ILS OF ACTION		U '					
7. DETAILS OF ACTION ON APPLICATION 7.A CERTIFICATION OF LEAVE CREDITS 7.B RECOMMENDATION								
7.A CERTIFICATION OF LEAVE CREDITS As of Dec. 2022	CERTIFICATION OF LEAVE CREDITS							
	<u></u>	☐ For approval						
	9.70	☐ For disapproval due	to					
Less this application								
	19.7W							
EDEN P. PALACIOS		DONNA	1AYOR-GORDOVE					
Administrative Officer IV (HRMO II)								
(Authorized Officer)		(Auth	norized Officer)					
7.C APPROVED FOR:		7.D DISAPPROVED DUE	TO:					
days with pay SPL								
days without pay others (Specify)	***							
outers (openis)								
LORMELYN E. CLAUDIO, CESO IV								
Regional Executive Director								