




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

APPLICATION FOR LEAVE

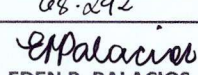


1. OFFICE/DEPARTMENT DENR-PENRO	2. NAME : (Last) DIAZ (First) IMELDA (Middle) MENDOZA
3. DATE OF FILING December 14, 2022	4. POSITION OIC - PENR Officer
5. SALARY _____	

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 checked="" 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) Others: _____	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input checked="" 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 <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR two (2) days INCLUSIVE DATES December 19-20, 2022	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 Nov. 2022 <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>68.292</td><td>148.450</td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>68.292</td><td>148.450</td></tr></table>  EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned	68.292	148.450	Less this application			Balance	68.292	148.450	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	68.292	148.450											
Less this application													
Balance	68.292	148.450											

7.C APPROVED FOR: 2 days with pay FL _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO: Need presence in the Office to approve and sign documents/papers that cannot be delegated especially financial transactions.
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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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7. DETAILS OF ACTION ON APPLICATION														
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><tr><td style="width: 30%;"></td><td style="width: 35%;">Vacation Leave</td><td style="width: 35%;">Sick Leave</td></tr><tr><td>Total Earned</td><td>68.292</td><td>144.450</td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>68.292</td><td>144.450</td></tr></table> <div style="text-align: center; margin-top: 10px;"> EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)</div>			Vacation Leave	Sick Leave	Total Earned	68.292	144.450	Less this application			Balance	68.292	144.450	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ _____ <div style="text-align: center; margin-top: 20px;">DONNA MAYOR-GORDOVE ARD for Management Services (Authorized Officer)</div>
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