



**Republic of the Philippines  
Department of Environment and Natural Resources  
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES  
REGION IV – MIMAROPA**

February 13, 2023

**MEMORANDUM**

**FOR :** The Regional Executive Director  
DENR-MIMAROPA Region  
1515 DENR By the Bay Building, Roxas Blvd.,  
Brgy 668, Ermita, Manila

**FROM :** The OIC, PENR Officer

**SUBJECT :** **REQUEST FOR REHABILITATION LEAVE OF TWO (2)  
PERMANENT PERSONNEL OF CENRO SAN JOSE,  
OCCIDENTAL MINDORO DUE TO LONE VEHICULAR  
ACCIDENT**

Respectfully requesting herewith for the grant of the request for rehabilitation leave of two (2) personnel; Forest Technician II Jackielou P. Dumlao and Forest Ranger Jennalyn H. Francisco, of DENR CENRO San Jose, Occidental Mindoro due to wound and/or injuries sustained while in the performance of their official duties.

Attached are the requirements such as Police Report, Medical Certificate, Clinical Abstract, Application for Leave and other pertinent documents.

For information and consideration .

  
**ERNESTO E. TAÑADA**



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

FEB 10 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
1515 DENR By the Bay Building,  
Roxas Boulevard, Barangay 668, Ermita Manila

THRU : The OIC, PENR Officer  
DENR-Mamburao, Occidental Mindoro

FROM : The CENR Officer

SUBJECT : REQUEST FOR REHABILITATION LEAVE OF TWO (2)  
PERMANENT PERSONNEL OF CENRO SAN JOSE,  
OCCIDENTAL MINDORO DUE TO LONE VEHICULAR  
ACCIDENT

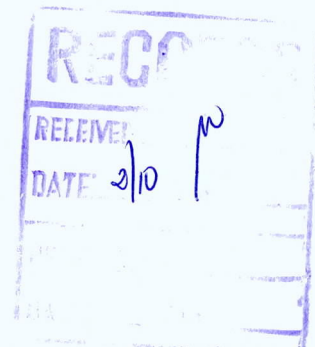
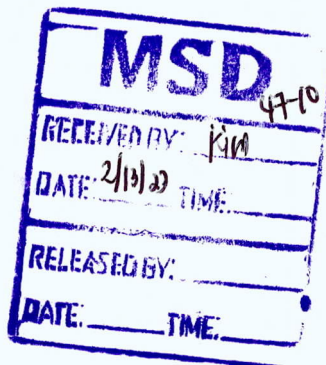
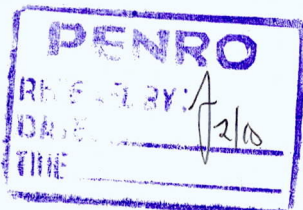
Respectfully requesting your good office to grant the following personnel for rehabilitation leave due to wound and/or injuries sustained while in their performance of official duties to wit:

1. Dumlao, Jackielou P Forest Technician II
2. Francisco, Jennaly H. Forest Ranger

Hereto attached the requirements such as: Police Report, Medical Certificate, Clinical Abstract and application for leave.

For information and consideration.

  
EFREN L. DELOS REYES







Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office  
Brgy. Labangan, San Jose, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT EMPLOYEE NO. **CENRO/RPS/OSEC-DENRB-FORA-3177-1998** 2. NAME (LAST) **FRANCISCO** (FIRST) **JENNALYN** (MIDDLE) **H.**  
3. DATE OF FILING: **02/07/2023** 4. POSITION: **FOREST RANGER** 5. SALARY **P15,224.00**

6. DETAILS OF APPLICATION

6.A) TYPE OF LEAVE

- ☐ 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 (R.A. No. 11210/IRR Issued by CSC, DOLE and SSS)  
☐ Paternity Leave (R.A. No. 6187/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 EO 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)

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 Benefit 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

6 MONTHS

INCLUSIVE DAYS

FEB. 8 - AUG. 8, 2023

6.D COMMUTATION

- ☒ Requested  
☐ Not Requested

\_\_\_\_\_  
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

AS OF JANUARY 31, 2023

	Vacation Leave	Sick Leave
Total Earned	43.375	38.750
Less this application		
Balance		

KARINA TRICIA D. SY  
ECOMS I/Chief, PSU

9. B) RECOMMENDATION

- ☒ For approval  
☐ For disapproval due to \_\_\_\_\_

LORMELYN E. CLAUDIO, CESO III  
Regional Executive Director

7.C APPROVED FOR:

\_\_\_\_ days with pay  
\_\_\_\_ days without pay  
\_\_\_\_ others (specify)

7.D DISAPPROVED DUE TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUGUSTO D. DELA PEÑA  
Usec Supervising HRDS



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office  
Brgy. Labangan, San Jose, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT EMPLOYEE NO. **CENRO/NGP/OSEC-DENRB-FORT2-256-214** 2. NAME (LAST) **DUMLAO** (FIRST) **JACKIELOU** (MIDDLE) **D.**  
3. DATE OF FILING: **02/07/2023** 4. POSITION: **FOREST TECHNICIAN II** 5. SALARY **P18,251.00**

6. DETAILS OF APPLICATION

6.A) TYPE OF LEAVE

- ☐ 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 (R.A. No. 11210/IRR Issued by CSC, DOLE and SSS)  
☐ Paternity Leave (R.A. No. 6187/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 EO 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)

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 Benefit 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  
**7 DAYS**

INCLUSIVE DAYS  
**FEBRUARY \_\_\_\_\_, 2022**

6.D COMMUTATION

- ☒ Requested  
☐ Not Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS  
AS OF **JANUARY 31, 2023**

	Vacation Leave	Sick Leave
Total Earned	<b>8.996</b>	<b>7.083</b>
Less this application		
Balance		

**KARINA TRICIA D. SY**  
ECOMS I/Chief, PSU

9. B) RECOMMENDATION

- ☐ For approval  
☐ For disapproval due to \_\_\_\_\_

**LORMELYN E. CLAUDIO, CESO III**  
Regional Executive Director

7.C APPROVED FOR:

\_\_\_\_\_ days with pay  
\_\_\_\_\_ days without pay  
\_\_\_\_\_ others (specify)

7.D DISAPPROVED DUE TO:

**AUGUSTO D. DELA PEÑA**  
Usec Supervising HRDS





Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE, POLICE REGIONAL OFFICE 4B  
OCCIDENTAL MINDORO POLICE PROVINCIAL OFFICE  
SAN JOSE MUNICIPAL POLICE STATION  
San Jose, Occidental Mindoro



## POLICE REPORT

THIS IS TO CERTIFY that the following entry on the record book of San Jose Municipal Police Year 2023 to wit:

Date / Time Entered – February 8 , 2022/ 11:00 A.M.

Entry made by - PMSg Salazar AJ

Incident - **Lone Vehicular Accident**

Disposition - For Record

1. **What:** **Lone Vehicular Accident**

2. **Where:** Along National Road of Sitio Zigzag, Brgy. Batasan  
San Jose, Occidental Mindoro.

3. **When:** February 7, 2022 at about 6:30 P.M.

4. **Who : Victims-** Yamaha SNIPER 150 color green motorcycle driven by **Jennalyn Hilario Francisco**, 38-year-old, female, single, DENR employee, bearing Professional Driver's License with number D13-12-002360, with expiration date on November 20, 2023 together with backrider **Jackielou Paguagan Dumlao**, 28-year-old, female, single, DENR employee, bearing Professional Driver's License with number D13-16-000546, with expiration date on January 31, 2024 both residents of Brgy. Batasan, San Jose, Occidental Mindoro.

5. **How:** At about 11:00 A.M. of February 8, 2022, Kagawad Fe Francisco of Barangay Batasan of this municipality personally appeared at this station and presented a Brgy. Blotter from Barangay Batasan regarding the Lone Vehicular Accident that transpired at above mentioned place. On aforesaid TPDO, the Yamaha SNIPER 150 color green motorcycle driven by **Jennalyn Hilario Francisco** together with her backrider were travelling coming from Barangay Murtha heading towards Brgy. Batasan this municipality and upon reaching at the place of incident, the astray dog crossed the street that resulted to meet a Lone Vehicular Accident. As a result thereof, the driver and backrider sustained major injuries and immediately rushed to San Jose District Hospital by their relatives for medication. The vehicles incurred unestimated worth of damages.

This certification is issued upon the request of Brgy. Kagawad Fe Francisco, for Rehabilitation leave and medical assistance including Insurance Claims Purpose only.

Given this 8<sup>th</sup> day of February 2023 at San Jose, Municipal Police Station, San Jose, Occidental Mindoro.

Prepared by:

**PMSg Frederick B Lopez**  
Duty Investigator

Certified by:

**PCPT ARNEL D TUPAS**  
Duty Officer



Republic of the Philippines  
**SAN JOSE DISTRICT HOSPITAL**  
National Highway, Barangay San Isidro,  
San Jose, Occidental Mindoro

Cert. No.

1694

## MEDICAL CERTIFICATE

02/09/23

Date

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY Francisco Jennalyn, female single.

30 years of age and a resident of Barry. Batasim San Jose Occ. Mindoro

was examined and confined/treated in this hospital on

02/07/2023

to

present

with the following findings and/or diagnosis:

fracture, closed, middle 3rd clavicle, right  
lacerated wound, ante area, left  
abrasions, forearm, right

and would need medical attention for

       days barring complication.

REMARKS:

**NOT INTENDED FOR MEDICO LEGAL PURPOSES**

ATTENDING PHYSICIAN:

  
Sherica Jane H. Dayupan, MD  
(License No. 0140029)

"NOT VALID WITHOUT DRY SEAL"

Paid under O.R No.       

Paid under O.R No.





Republic of the Philippines  
**SAN JOSE DISTRICT HOSPITAL**

National Highway, Barangay San Isidro, San Jose, Occidental Mindoro

**CLINICAL ABSTRACT**

Name Francisco Jennalyn  
Age 38 F Civil Status \_\_\_\_\_  
Date of Admission Feb 9, 2023 Date of Discharge \_\_\_\_\_  
CHIEF COMPLAIN \_\_\_\_\_

motor vehicular accident

**BRIEF HISTORY**

no1: mva

no1: 2/7/23

PO1: 2122ag Batasan

to1: 6:30pm

**PERTINENT P. E. FINDINGS:**

previous clavicular fracture (2022)

**COURSE IN THE WARD:**

Admitted; labs and meds prescribed; orders carried out; Hx to IVF; on day 1 CSAP; x-ray and wound suturing done; v/s and I/O monitored for ORL and CP clearance; referred appropriately

**LABORATORY:**

Please see attached

**MANAGEMENT**

**1) Medical:**

fun CP clearance

**2) Surgical:**

fun ORL

**FINAL DIAGNOSIS**

Condition of Patient upon discharge:

Medical Recommendation, Remarks:

fracture, closed, middle 3rd clavicle, right  
laceration wound, ante area, left  
abrasions, forearm, right

Name and Signature of Attending Physician:

Sherica Jane A. Dargado, MD  
License No. 0140829-110003

Date Prepared: \_\_\_\_\_



Republic of the Philippines  
**SAN JOSE DISTRICT HOSPITAL**  
National Highway, Barangay San Isidro,  
San Jose, Occidental Mindoro

Cert. No. 1630  
Hosp. No. \_\_\_\_\_  
2/8/23  
Date

**M E D I C A L   C E R T I F I C A T E**

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY Enmlao, Jaculador Pazua gon Female Single,  
(Name of Patient) (Sex) (Status)  
18 years of age and a resident of Barry. Batasan, San Jose, Occ. Mind.  
(Address)  
was examined and confined/treated in this hospital on Feb. 7, 2023  
to Feb. 9, 2023 with the following findings and/or diagnosis:  
fractured wound, LAD 20 to MVA  
and would need medical attention for 7 days barring complication.

REMARKS:

**NOT INTENDED FOR MEDICO LEGAL PURPOSES**

For medical assistance / reference

ATTENDING PHYSICIAN:

Dr. Enmlao April Joy G. Reyes, MD  
PRC Lic. No. 0151440

"NOT VALID WITHOUT OFFICIAL SEAL"

Paid under O.R No. \_\_\_\_\_





Republic of the Philippines  
**SAN JOSE DISTRICT HOSPITAL**

National Highway, Barangay San Isidro, San Jose, Occidental Mindoro

**CLINICAL ABSTRACT**

Name MANILA, Jackson  
Age 28 Status \_\_\_\_\_ Civil \_\_\_\_\_  
Date of Admission 2/7/23 Date of Discharge SM admitted 2/9/23  
CHIEF COMPLAINT MVA

BRIEF HISTORY

MM: MVA DOB: 2/7/23  
POB: Agay, Batasan HT: 6'30PM

PERTINENT P. E. FINDINGS:

BP 120/80 HR 73 RR 21 Temp 36.5°C Wt 95kg  
COURSE IN THE WARD: Sept. nontender abdomen

admitted under surgery service. Consent secured. removal of impaled object done.

LABORATORY:

See attached

MANAGEMENT

1) Medical:

ambious, pain medication

2) Surgical:

removal of impaled object

FINAL DIAGNOSIS

Penetrated wound / Impaled object, L1-L2 to R MVA

Condition of Patient upon discharge:

Medical Recommendation, Remarks:

SM admitted

Name and Signature of Attending Physician:

Dr. Enman

April Joy G. Reyes, MD  
PRC Lic. No. 0131460

Date Prepared:

2/8/23



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**Community Environment and Natural Resources Office**

FEB 13 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
1515 DENR By the Bay Building,  
Roxas Boulevard, Barangay 668, Ermita Manila

THRU : The OIC, PENR Officer  
DENR-Mamburao, Occidental Mindoro

FROM : The CENR Officer

SUBJECT : REQUEST FOR REHABILITATION LEAVE OF TWO (2)  
PERMANENT PERSONNEL OF CENRO SAN JOSE,  
OCCIDENTAL MINDORO DUE TO LONE VEHICULAR  
ACCIDENT

Please be informed that two (2) personnel of this Office, namely Forest Technician II Jackielou P. Dumlao and Forest Ranger Jennalyn H. Francisco were accidentally wounded/injured due to a lone vehicular accident last February 7, 2023 while in the performance of their official duties, to wit:

1. That on February 7, 2023 FT II Dumlao is in the ENGP Forest Nursery located in Barangay Batasan, San Jose Occidental Mindoro, monitoring the construction of the nursery bunkhouse under Travel Order #192;
2. That on February 7, 2023 FR Francisco is with her supervisor, Forester I Alexis Joy D. Belarmino - NGP Coordinator concurrent Head, Forestry and Wildlife Utilization, conducting tree inventory in Barangay Murtha, San Jose, Occidental Mindoro under Travel Order # 193;
3. That after the inventory (around 12:00 NN) Forester Belarmino and FR Francisco visited the nursery to supervise the activities of NGP Staff including FT II Dumlao;
4. That FT Dumlao was informed of the need to purchase nails and replace the existing sheet file with the correct size, for immediate use on the bunkhouse construction;
5. That at around 5:10 PM, FT Dumlao and FR Francisco proceeded to purchase nails and sheet file for chainsaw. They were instructed to purchase it at the nearby supplies and hardware store in Barangay Murtha, San Jose, Occidental Mindoro;
6. That on the said personnel's travel back to the Nursery, a stray dog suddenly appeared and crossed the road on its upward slope which resulted to their accident and caused them major physical injuries and psychological trauma.

Relative to this, respectfully requesting your good office to grant the approval of the aforementioned personnel's rehabilitation leave to undergo to rest, medication and recuperation as per instruction of their attending physician. Attached are the copies of their signed request letter, approved Travel Order, Police Report, Medical Certificate, Clinical Abstract and Application for Leave for your perusal.

For information and consideration.


  
**EFREN L. DELOS REYES**



February 9, 2023

**The Regional Executive Director**  
1515 DENR By the Bay Building  
Roxas Boulevard, Barangay 668, Ermita Manila

**DENR - CENRU SAN JOSE**  
**MIMAROPA REGION**

RECEIVED BY:   
DATE: 02/09/2023


Thru: The CENR Officer  
San Jose, Occidental Mindoro

Dear Director:

I would like to request for seven (7) days rehabilitation leave to rest and recover my injuries caused by motor accident during my performance of my duties and responsibilities happenend last February 7, 2023.

Hoping for you kind consideration.

Sincerely yours,

  
**JACKIELOU P. DURLAO**  
Forest Technician II

February 9, 2023

**The Regional Executive Director**  
1515 DENR By the Bay Building  
Roxas Boulevard, Barangay 668, Ermita Manila



Thru: The CENR Officer  
San Jose, Occidental Mindoro

Dear Director:

I would like to request for sixty (60) days rehabilitation leave to fully recover from operation and heal my fractured middle 3<sup>rd</sup> clavicle, right and wounds/injuries caused by motor accident happened last February 7, 2023 during my performance of my duties as per approved Travel Order Number 193.

Hoping for you kind consideration.

Sincerely yours,

**JENNALYN H. FRANCISCO**  
Forest Technician II



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**OFFICE OF THE CENRO**  
Labangan, San Jose, Occidental Mindoro

February 06, 2023

**TRAVEL ORDER**

No.: 193

Name: JENNALYN H. FRANCISCO Salary (PhP): \_\_\_\_\_  
Position: Forest Ranger Div/Sec/Unit: RPS/FWU  
Official Station: CENRO San Jose  
Departure Date: Feb. 07, 2023 Arrival: Feb. 10, 2023  
Destination: Municipalities of San Jose, Magsaysay, Rizal and Calintaan, Occidental Mindoro.

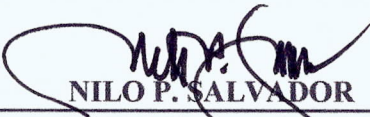
Purpose of Travel: 1. To conduct inventory of planted and naturally grown trees for issuance of clearance to cut and private tree plantation registration.  
2. To conduct scaling of lumbers for issuance of transport certificate.  
3. To conduct inventory of water users and water sources

Per Diems/Expenses Allowed: 660.00  
Appropriations to which travel should be charged: \_\_\_\_\_  
Remarks or Special Instructions: Return to official station upon completion of travel and submit report with geo-tagged photos.


**CERTIFICATION:**

This is to certify that the travel is necessary and is connected with the functions of the official/employee of the Div/Sec/Unit.

Recommending Approval:

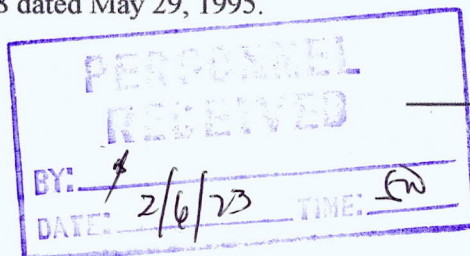
  
NILO P. SALVADOR  
DMO IV/Deputy CENRO

Approved:

  
EFREN L. DELOS REYES  
CENR Officer

**AUTHORIZATION:**

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 Circular 97-002 dated February 10, 1997 and Sec. 16 EO no. 248 dated May 29, 1995.



JENNALYN H. FRANCISCO  
Official Employee

Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**OFFICE OF THE CENRO**  
San Jose, Occidental Mindoro

**TRAVEL ORDER**

No.: 1925

February 6, 2023

Name: JACKIELOU P. DURLAO Salary (Php): \_\_\_\_\_  
Position: FOREST TECHNICIAN II Div/Sec/Unit: ENGP  
Official Station: CENRO SAN JOSE  
Departure Date: February 7, 2023 Arrival: February 10, 2023  
Destination: Forest Nursery, Brgy. Batasan, Brgy. Iling Proper, Iling Island, San Jose  
Hillside Farm Resort, Magsaysay, Occidental Mindoro  
Purpose of Travel: \* To Collect the remaining documents/requirements of the ENGP partners for the 3rd year M&P  
\* To Monitor the Construction of Forest nursery building  
\* To attend orientation meeting and levelling-off for Lumintao Watershed Characterization and  
Vulnerability Assessment  
Per Diems/Expenses Allowed: 660.00  
Appropriations to which travel should be charged: \_\_\_\_\_  
Remarks or Special Instructions: SUBMIT REPORT UPON COMPLETION OF  
TRAVEL

**CERTIFICATION:**

This is to certify that the travel is necessary and is connected with the functions of the official/employee of the Div/Sec/Unit.

Recommending approval:

Engr. NILO P. SALVADOR  
DMO IV

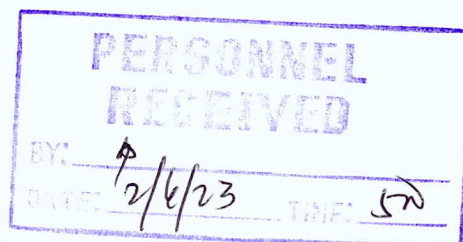
Approved:

EFREN L. DELOS REYES  
CENR Officer

**AUTHORIZATION:**

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 Circular 97-002 dated February 10, 1997 and Sec. 16 EO no.248 dated May 29, 1995.

JACKIELOU P. DURLAO  
Official/Employee







Republic of the Philippines

**PHILIPPINE HEALTH INSURANCE CORPORATION**

XENTROMALL BATANGAS CITY, DIVERSION ROAD, BRGY. ALANGILAN, BATANGAS CITY

(043) 723 8822 loc. 201 (043) 723 8820

[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



## MEMBER DATA RECORD

### MEMBER BASIC INFORMATION

PhilHealth Identification Number (PIN) : **080507389744** PhilSys Number :  
Member Category : DIRECT CONTRIBUTOR - EMPLOYED  
GOVERNMENT NHTS Coverage : N/A  
Validity Period : N/A

**FRANCISCO, JENNALYN HILARIO**

BATASAN, SAN JOSE, OCCIDENTAL MINDORO - 5100

Foreign Address : N/A Sex : FEMALE  
Date of Birth : 11/20/1984  
Place of Birth : SAN JOSE, OCCIDENTAL MINDORO  
Contact No. (Foreign) : N/A Civil Status : SINGLE  
(Local) : 09262316116/ Tax Identification Number : 279722231

### EMPLOYER/ENTITY INFORMATION

Philhealth Number (PEN/POGN) : 140051100004  
Name of Employer/Organized Group : DEPT OF ENVIRONMENT AND NATURAL RESOURCES  
Business Address : PAG-ASA PAYOMPON, MAMBURAO OCCIDENTAL MINDORO  
Telephone Number : N/A Employment Status : EMPLOYED  
Tax Identification Number : 000643335 Date : 10/1/2015

### DEPENDENT INFORMATION

PIN	Surname	Given Name	Middle Name	Sex	Relation	Date of Birth
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\*\*\* NO DECLARED DEPENDENT/S \*\*\*

**ATTY. JERRY F. IBAY**

REGIONAL VICE PRESIDENT

PRO IV-B Batangas City

**Paalala :** Basahin ang nilalaman ng MDR. Kung may kulang o mali, ibalik agad upang maidagdag o maiwasto. Ingatan ang orihinal na kopya at huwag ibigay kahit kanino. Kung sakaling gagamit at makikinabang ng benepisyo, magbigay ng kopya sa ospital. (Reminder: Read the contents of the MDR. Should there be any data discrepancies, return it back to amend or rectify the error. Take good care of the MDR and do not hand it over to anybody. Provide photocopy to hospital in case of confinement and availment of benefits.)

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Republic of the Philippines

**PHILIPPINE HEALTH INSURANCE CORPORATION**

XENTROMALL BATANGAS CITY, DIVERSION ROAD, BRGY. ALANGILAN, BATANGAS CITY

(043) 723 8822 loc. 201 (043) 723 8820

[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



**MEMBER DATA RECORD**

**MEMBER BASIC INFORMATION**

PhilHealth Identification Number (PIN) : **090255730923** PhilSys Number :  
Member Category : DIRECT CONTRIBUTOR - EMPLOYED  
GOVERNMENT NHTS Coverage : N/A  
Validity Period : N/A

**DUMLAO, JACKIELOU PAGUAGAN**

MULAWIN, SANTA CRUZ, OCCIDENTAL MINDORO - 5105

Foreign Address : N/A Sex : FEMALE  
Date of Birth : 1/31/1995  
Place of Birth : SANTA CRUZ, OCCIDENTAL MINDORO  
Contact No. (Foreign) : N/A Civil Status : SINGLE  
(Local) : / Tax Identification Number :

**EMPLOYER/ENTITY INFORMATION**

Philhealth Number (PEN/POGN) : 140051100004  
Name of Employer/Organized Group : DEPT OF ENVIRONMENT AND NATURAL RESOURCES  
Business Address : PAG-ASA PAYOMPON, MAMBURAO OCCIDENTAL MINDORO  
Telephone Number : N/A Employment Status : EMPLOYED  
Tax Identification Number : 000643335 Date : 1/5/2022

**DEPENDENT INFORMATION**

PIN	Surname	Given Name	Middle Name	Sex	Relation	Date of Birth
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\*\*\* NO DECLARED DEPENDENT/S \*\*\*

**ATTY. JERRY F. IBAY**

REGIONAL VICE PRESIDENT

PRO IV-B Batangas City

**Paalala :** Basahin ang nilalaman ng MDR. Kung may kulang o mali, ibalik agad upang maidagdag o maiwasto. Ingatan ang orihinal na kopya at huwag ibigay kahit kanino. Kung sakaling gagamit at makikinabang ng benepisyo, magbigay ng kopya sa ospital. (Reminder: Read the contents of the MDR. Should there be any data discrepancies, return it back to amend or rectify the error. Take good care of the MDR and do not hand it over to anybody. Provide photocopy to hospital in case of confinement and availment of benefits.)

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Printed At : Occidental Service Office - ANTRAM Building, Seabreeze Subd., Tayamaan, Mamburao, Occidental Mindoro





**Republic of the Philippines  
Department of Environment and Natural Resources  
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES  
REGION IV – MIMAROPA**

February 13, 2023

**MEMORANDUM**

**FOR :** The Regional Executive Director  
DENR-MIMAROPA Region  
1515 DENR By the Bay Building, Roxas Blvd.,  
Brgy 668, Ermita, Manila

**FROM :** The OIC, PENR Officer

**SUBJECT :** **REQUEST FOR REHABILITATION LEAVE OF TWO (2)  
PERMANENT PERSONNEL OF CENRO SAN JOSE,  
OCCIDENTAL MINDORO DUE TO LONE VEHICULAR  
ACCIDENT**

Respectfully requesting herewith for the grant of the request for rehabilitation leave of two (2) personnel; Forest Technician II Jackielou P. Dumlao and Forest Ranger Jennalyn H. Francisco, of DENR CENRO San Jose, Occidental Mindoro due to wound and/or injuries sustained while in the performance of their official duties.

Attached are the requirements such as Police Report, Medical Certificate, Clinical Abstract, Application for Leave and other pertinent documents.

For information and consideration .

  
**ERNESTO E. TAÑADA**



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**Community Environment and Natural Resources Office**

FEB 10 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
1515 DENR By the Bay Building,  
Roxas Boulevard, Barangay 668, Ermita Manila

THRU : The OIC, PENR Officer  
DENR-Mamburao, Occidental Mindoro

FROM : The CENR Officer

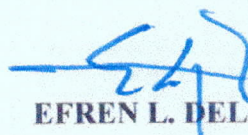
SUBJECT : REQUEST FOR REHABILITATION LEAVE OF TWO (2)  
PERMANENT PERSONNEL OF CENRO SAN JOSE,  
OCCIDENTAL MINDORO DUE TO LONE VEHICULAR  
ACCIDENT

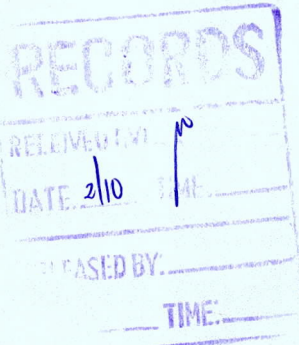
Respectfully requesting your good office to grant the following personnel for rehabilitation leave due to wound and/or injuries sustained while in their performance of official duties to wit:

1. Dumlao, Jackielou P Forest Technician II
2. Francisco, Jennaly H. Forest Ranger

Hereto attached the requirements such as: Police Report, Medical Certificate, Clinical Abstract and application for leave.

For information and consideration.

  
**EFREN L. DELOS REYES**







Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office  
Brgy. Labangan, San Jose, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT EMPLOYEE NO. **CENRO/RPS/OSEC-DENRB-FORA-3177-1998** 2. NAME (LAST) **FRANCISCO** (FIRST) **JENNALYN** (MIDDLE) **H.**  
3. DATE OF FILING: **02/07/2023** 4. POSITION: **FOREST RANGER** 5. SALARY **P15,224.00**

6. DETAILS OF APPLICATION

6.A) TYPE OF LEAVE

- ☐ 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 (R.A. No. 11210/IRR Issued by CSC, DOLE and SSS)  
☐ Paternity Leave (R.A. No. 6187/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)

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 Benefit 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

6 MONTHS

INCLUSIVE DAYS

FEB. 8 - AUG. 8, 2023

6.D COMMUTATION

- ☒ Requested  
☐ Not Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

AS OF JANUARY 31, 2023

	Vacation Leave	Sick Leave
Total Earned	43.375	38.750
Less this application		
Balance		

KARINA TRICIA D. SY  
ECOMS I/Chief, PSU

9. B) RECOMMENDATION

- ☒ For approval  
☐ For disapproval due to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LORMELYN E. CLAUDIO, CESO III  
Regional Executive Director

7.C APPROVED FOR:

\_\_\_\_\_ days with pay  
\_\_\_\_\_ days without pay  
\_\_\_\_\_ others (specify) \_\_\_\_\_

7.D DISAPPROVED DUE TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUGUSTO D. DELA PEÑA  
Usec Supervising HRDS





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office  
Brgy. Labangan, San Jose, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT EMPLOYEE NO. **CENRO/NGP/OSEC-DENRB-FORT2-256-214** 2. NAME (LAST) **DUMLAO** (FIRST) **JACKIELOU** (MIDDLE) **D.**  
3. DATE OF FILING: **02/07/2023** 4. POSITION: **FOREST TECHNICIAN II** 5. SALARY **P18,251.00**

6. DETAILS OF APPLICATION

6.A) TYPE OF LEAVE

- ☐ 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 (R.A. No. 11210/IRR Issued by CSC, DOLE and SSS)  
☐ Paternity Leave (R.A. No. 6187/CSC MC No. 71 s 1998 as amended)  
☐ Special Privilege Leave (Sec 21, Rule XVI, Omnibus rules Implementing E.O. No. 292)  
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☐ Study Leave (Sec 68, Rule XVI, Omnibus Rules Implementing EO 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)

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 Benefit 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  
**7 DAYS**

INCLUSIVE DAYS  
FEBRUARY \_\_\_\_\_, 2022

6.D COMMUTATION

- ☒ Requested  
☐ Not Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS  
AS OF **JANUARY 31, 2023**

	Vacation Leave	Sick Leave
Total Earned	8.996	7.083
Less this application		
Balance		

**KARINA TRICIA D. SY**  
ECOMS I/Chief, PSU

9. B) RECOMMENDATION

- ☐ For approval  
☐ For disapproval due to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LORMELYN E. CLAUDIO, CESO III**  
Regional Executive Director

7.C APPROVED FOR:

\_\_\_\_\_ days with pay  
\_\_\_\_\_ days without pay  
\_\_\_\_\_ others (specify)

7.D DISAPPROVED DUE TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUGUSTO D. DELA PEÑA**  
Usec Supervising HRDS





Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE, POLICE REGIONAL OFFICE 4B  
OCCIDENTAL MINDORO POLICE PROVINCIAL OFFICE  
SAN JOSE MUNICIPAL POLICE STATION  
San Jose, Occidental Mindoro



## POLICE REPORT

THIS IS TO CERTIFY that the following entry on the record book of San Jose Municipal Police Year 2023 to wit:

Date / Time Entered – February 8, 2022/ 11:00 A.M.

Entry made by - PMSg Salazar AJ

Incident - **Lone Vehicular Accident**

Disposition - For Record

1. **What:** **Lone Vehicular Accident**

2. **Where:** Along National Road of Sitio Zigzag, Brgy. Batasan  
San Jose, Occidental Mindoro.

3. **When:** February 7, 2022 at about 6:30 P.M.

4. **Who : Victims-** Yamaha SNIPER 150 color green motorcycle driven by **Jennalyn Hilario Francisco**, 38-year-old, female, single, DENR employee, bearing Professional Driver's License with number D13-12-002360, with expiration date on November 20, 2023 together with backrider **Jackielou Paguagan Dumlao**, 28-year-old, female, single, DENR employee, bearing Professional Driver's License with number D13-16-000546, with expiration date on January 31, 2024 both residents of Brgy. Batasan, San Jose, Occidental Mindoro.

5. **How:** At about 11:00 A.M. of February 8, 2022, Kagawad Fe Francisco of Barangay Batasan of this municipality personally appeared at this station and presented a Brgy. Blotter from Barangay Batasan regarding the Lone Vehicular Accident that transpired at above mentioned place. On aforesaid TPDO, the Yamaha SNIPER 150 color green motorcycle driven by **Jennalyn Hilario Francisco** together with her backrider were travelling coming from Barangay Murtha heading towards Brgy. Batasan this municipality and upon reaching at the place of incident, the astray dog crossed the street that resulted to meet a Lone Vehicular Accident. As a result thereof, the driver and backrider sustained major injuries and immediately rushed to San Jose District Hospital by their relatives for medication. The vehicles incurred unestimated worth of damages.

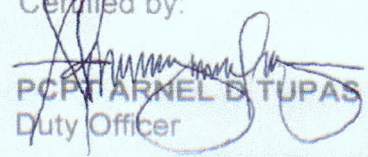
This certification is issued upon the request of Brgy. Kagawad Fe Francisco, for Rehabilitation leave and medical assistance including Insurance Claims Purpose only.

Given this 8<sup>th</sup> day of February 2023 at San Jose, Municipal Police Station, San Jose, Occidental Mindoro.

Prepared by:

  
PMSg Frederick B. Lopez  
Duty Investigator

Certified by:

  
PCPT ARNEL D. TUPAS  
Duty Officer





Republic of the Philippines  
**SAN JOSE DISTRICT HOSPITAL**  
National Highway, Barangay San Isidro,  
San Jose, Occidental Mindoro

Cert. No. 1694

**MEDICAL CERTIFICATE**

02/09/23  
Date

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY Francisco Jennalyn, female single,  
38 years of age and a resident of Bigu, Batasan San Jose Occ. Mindoro  
was examined and confined/treated in this hospital on 02/07/2023

to present with the following findings and/or diagnosis:


fracture, closed, middle 3rd clavicle, right  
lacerated wound, ante area, left  
abrasions, forearm, right

and would need medical attention for \_\_\_\_\_ days barring complication.

REMARKS:

**NOT INTENDED FOR MEDICO LEGAL PURPOSES**

ATTENDING PHYSICIAN:

  
Sherica Jane R. Dayron, MD  
Licence No. 0110029

"NOT VALID WITHOUT DRY SEAL"

Paid under O.R No. \_\_\_\_\_

Paid under O.R No. \_\_\_\_\_





Republic of the Philippines  
**SAN JOSE DISTRICT HOSPITAL**

National Highway, Barangay San Isidro, San Jose, Occidental Mindoro

**CLINICAL ABSTRACT**

Name Francisco Jennalyn  
Age 38 F Civil Status \_\_\_\_\_  
Date of Admission Feb 9, 2023 Date of Discharge \_\_\_\_\_  
CHIEF COMPLAINT motor vehicular accident

BRIEF HISTORY

not: mva not: 2/7/23  
POI: 71929g Batasan to: 6:30 PM

PERTINENT P. E. FINDINGS:

previous clavicular fracture (2022)

COURSE IN THE WARD:

Admitted; labs and meds prescribed; orders  
carried out: hooked to IVF, on day 1 SAP;  
x-ray and wound suturing done; v/s and I/O monitored  
for ORL and CP clearance; referred appropriately

LABORATORY:

please see attached

MANAGEMENT

1) Medical:

for CP clearance

2) Surgical:

for ORL

FINAL DIAGNOSIS

Condition of Patient upon discharge:

Medical Recommendation, Remarks:

fracture, closed, middle 3rd, clavicle, right  
laceration, wound, ante leg, left  
abrasions, forearm, right

Name and Signature of Attending Physician:

Sherica Jane A. Daza  
License No. 9140829

Date Prepared:





Republic of the Philippines  
**SAN JOSE DISTRICT HOSPITAL**  
National Highway, Barangay San Isidro,  
San Jose, Occidental Mindoro

Cert. No. 1630  
Hosp. No. \_\_\_\_\_  
2/9/23  
Date

### M E D I C A L   C E R T I F I C A T E

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY Enmlao, Jaculador Paguagan Female Single  
(Name of Patient) (Sex) (Status)  
18 years of age and a resident of Bgy. Batasan, San Jose, Occ. Mindo.  
(Address)  
was examined and confined/treated in this hospital on Feb. 7, 2023  
to Feb. 9, 2023 with the following findings and/or diagnosis:  
Punctured wound, LAD 20 to MVA  
and would need medical attention for 7 days barring complication.

REMARKS:

**NOT INTENDED FOR MEDICO LEGAL PURPOSES**

For medical assistance / reference

ATTENDING PHYSICIAN:

Dr. Smilau Aprilie Joy G. Reyes, MD  
PAG Lic. No. 015540

"NOT VALID WITHOUT OFFICIAL SEAL"

Paid under O.R No. \_\_\_\_\_





Republic of the Philippines  
**SAN JOSE DISTRICT HOSPITAL**  
National Highway, Barangay San Isidro, San Jose, Occidental Mindoro

### CLINICAL ABSTRACT

Name MMMLAD, Jackelyn  
Age 28 Status 2/7/23 Civil \_\_\_\_\_  
Date of Admission 2/7/23 Date of Discharge 2/9/23  
CHIEF COMPLAIN MVA adm admitted  
pi

#### BRIEF HISTORY

NOI: MVA  
POI: 2/7/23 6:30 PM  
Barasan

#### PERTINENT P. E. FINDINGS:

RR 12/min HR 73 BP 21 Temp 36.5°C SpO2 98%  
Soft, nontender abdomen

#### COURSE IN THE WARD:

admitted under Surgery service - consult secured - removal of impaled  
object done

#### LABORATORY:

See attached

#### MANAGEMENT

##### 1) Medical:

Analgesics, pain medication

##### 2) Surgical:

removal of impaled object

FINAL DIAGNOSIS Penetrated wound / Impaled object, UIC 2 to MVA

Condition of Patient upon discharge:

Medical Recommendation, Remarks: See assessment

Name and Signature of Attending Physician:

Date Prepared:

2/8/23

Dr. Enricson

April Joy G. Reyes, MD  
PRC Lic. No. 010140





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**Community Environment and Natural Resources Office**

FEB 13 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
1515 DENR By the Bay Building,  
Roxas Boulevard, Barangay 668, Ermita Manila

THRU : The OIC, PENR Officer  
DENR-Mamburao, Occidental Mindoro

FROM : The CENR Officer

SUBJECT : REQUEST FOR REHABILITATION LEAVE OF TWO (2)  
PERMANENT PERSONNEL OF CENRO SAN JOSE,  
OCCIDENTAL MINDORO DUE TO LONE VEHICULAR  
ACCIDENT

Please be informed that two (2) personnel of this Office, namely Forest Technician II Jackielou P. Dumlao and Forest Ranger Jennalyn H. Francisco were accidentally wounded/injured due to a lone vehicular accident last February 7, 2023 while in the performance of their official duties, to wit:

1. That on February 7, 2023 FT II Dumlao is in the ENGP Forest Nursery located in Barangay Batasan, San Jose Occidental Mindoro, monitoring the construction of the nursery bunkhouse under Travel Order #192;
2. That on February 7, 2023 FR Francisco is with her supervisor, Forester I Alexis Joy D. Belarmino - NGP Coordinator concurrent Head, Forestry and Wildlife Utilization, conducting tree inventory in Barangay Murtha, San Jose, Occidental Mindoro under Travel Order # 193;
3. That after the inventory (around 12:00 NN) Forester Belarmino and FR Francisco visited the nursery to supervise the activities of NGP Staff including FT II Dumlao;
4. That FT Dumlao was informed of the need to purchase nails and replace the existing sheet file with the correct size, for immediate use on the bunkhouse construction;
5. That at around 5:10 PM, FT Dumlao and FR Francisco proceeded to purchase nails and sheet file for chainsaw. They were instructed to purchase it at the nearby supplies and hardware store in Barangay Murtha, San Jose, Occidental Mindoro;
6. That on the said personnel's travel back to the Nursery, a stray dog suddenly appeared and crossed the road on its upward slope which resulted to their accident and caused them major physical injuries and psychological trauma.

Relative to this, respectfully requesting your good office to grant the approval of the aforementioned personnel's rehabilitation leave to undergo to rest, medication and recuperation as per instruction of their attending physician. Attached are the copies of their signed request letter, approved Travel Order, Police Report, Medical Certificate, Clinical Abstract and Application for Leave for your perusal.

For information and consideration.


  
**EFREN L. DELOS REYES**



February 9, 2023

**The Regional Executive Director**  
1515 DENR By the Bay Building  
Roxas Boulevard, Barangay 668, Ermita Manila

**DENR - CENRU SAN JOSE**  
**MIMAROPA REGION**

RECEIVED BY:   
DATE: 02/09/2023


Thru: The CENR Officer  
San Jose, Occidental Mindoro

Dear Director:

I would like to request for seven (7) days rehabilitation leave to rest and recover my injuries caused by motor accident during my performance of my duties and responsibilities happenend last February 7, 2023.

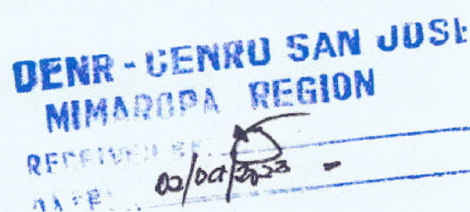
Hoping for you kind consideration.

Sincerely yours,

  
**JACKIELOU P. DURLAO**  
Forest Technician II

February 9, 2023

**The Regional Executive Director**  
1515 DENR By the Bay Building  
Roxas Boulevard, Barangay 668, Ermita Manila




Thru: The CENR Officer  
San Jose, Occidental Mindoro

Dear Director:

I would like to request for sixty (60) days rehabilitation leave to fully recover from operation and heal my fractured middle 3<sup>rd</sup> clavicle, right and wounds/injuries caused by motor accident happened last February 7, 2023 during my performance of my duties as per approved Travel Order Number 193.

Hoping for you kind consideration.

Sincerely yours,

  
**JENNALYN H. FRANCISCO**  
Forest Technician II



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**OFFICE OF THE CENRO**  
Labangan, San Jose, Occidental Mindoro

February 06, 2023

**TRAVEL ORDER**

No.: 193

Name: JENNALYN H. FRANCISCO Salary (PhP): \_\_\_\_\_  
Position: Forest Ranger Div/Sec/Unit: RPS/FWU  
Official Station: CENRO San Jose  
Departure Date: Feb. 07, 2023 Arrival: Feb. 10, 2023  
Destination: Municipalities of San Jose, Magsaysay, Rizal and Calintaan, Occidental Mindoro.

Purpose of Travel: 1. To conduct inventory of planted and naturally grown trees for issuance of clearance to cut and private tree plantation registration.  
2. To conduct scaling of lumbers for issuance of transport certificate.  
3. To conduct inventory of water users and water sources

Per Diems/Expenses Allowed: 660.00  
Appropriations to which travel should be charged: \_\_\_\_\_  
Remarks or Special Instructions: Return to official station upon completion of travel and submit report with geo-tagged photos.

**CERTIFICATION:**

This is to certify that the travel is necessary and is connected with the functions of the official/employee of the Div/Sec/Unit.

Recommending Approval:

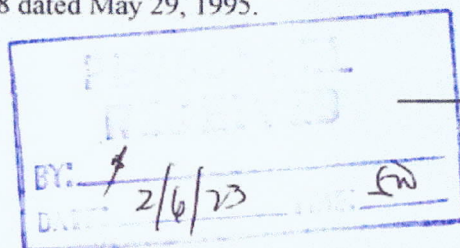
NILO P. SALVADOR  
DMO IV/Deputy CENRO

Approved:

EFREN L. DELOS REYES  
CENR Officer

**AUTHORIZATION:**

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 Circular 97-002 dated February 10, 1997 and Sec. 16 EO no. 248 dated May 29, 1995.



JENNALYN H. FRANCISCO  
Official Employee

Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
OFFICE OF THE CENRO  
San Jose, Occidental Mindoro

TRAVEL ORDER

No.: 1925

February 6, 2023

Name: JACKIELOU P. Dumlao Salary (PhP): \_\_\_\_\_  
Position: FOREST TECHNICIAN II Div/Sec/Unit: ENGP  
Official Station: CENRO SAN JOSE  
Departure Date: February 7, 2023 Arrival: February 10, 2023  
Destination: Forest Nursery, Brgy. Batasan, Brgy. Iling Proper, Iling Island, San Jose  
Hillside Farm Resort, Magsaysay, Occidental Mindoro  
Purpose of Travel: \* To Collect the remaining documents/requirements of the ENGP partners for the 3rd year M&P  
\* To Monitor the Construction of Forest nursery building  
\* To attend orientation meeting and levelling-off for Lumintao Watershed Characterization and  
Vulnerability Assessment

Per Diems/Expenses Allowed: 660.00  
Appropriations to which travel should be charged: \_\_\_\_\_  
Remarks or Special Instructions: SUBMIT REPORT UPON COMPLETION OF  
TRAVEL

CERTIFICATION:

This is to certify that the travel is necessary and is connected with the functions of the official/employee of the Div/Sec/Unit.

Recommending approval:

Eng. NILO SALVADOR  
DMO IV

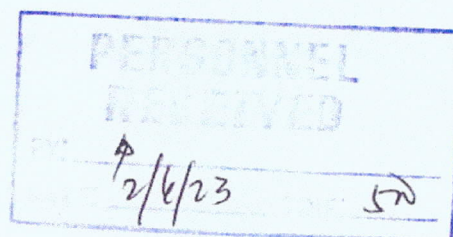
Approved:

EFREN L. DELOS REYES  
CENR Officer

AUTHORIZATION:

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 Circular 97-002 dated February 10, 1997 and Sec. 16 EO no.248 dated May 29, 1995.

JACKIELOU P. Dumlao  
Official/Employee







## MEMBER DATA RECORD

### MEMBER BASIC INFORMATION

PhilHealth Identification Number (PIN) : **080507389744** PhilSys Number :  
Member Category : DIRECT CONTRIBUTOR - EMPLOYED  
GOVERNMENT NHTS Coverage : N/A  
Validity Period : N/A

**FRANCISCO, JENNALYN HILARIO**

BATASAN, SAN JOSE, OCCIDENTAL MINDORO - 5100

Foreign Address : N/A Sex : FEMALE  
Date of Birth : 11/20/1984  
Place of Birth : SAN JOSE, OCCIDENTAL MINDORO  
Contact No. (Foreign) : N/A Civil Status : SINGLE  
(Local) : 09262316116/ Tax Identification Number : 279722231

### EMPLOYER/ENTITY INFORMATION

Philhealth Number (PEN/POGN) : 140051100004  
Name of Employer/Organized Group : DEPT OF ENVIRONMENT AND NATURAL RESOURCES  
Business Address : PAG-ASA PAYOMPON, MAMBURAO OCCIDENTAL MINDORO  
Telephone Number : N/A Employment Status : EMPLOYED  
Tax Identification Number : 000643335 Date : 10/1/2015

### DEPENDENT INFORMATION

PIN	Surname	Given Name	Middle Name	Sex	Relation	Date of Birth
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\*\*\* NO DECLARED DEPENDENT/S \*\*\*

**ATTY. JERRY F. IBAY**  
REGIONAL VICE PRESIDENT  
PRO IV-B Batangas City

**Paalala :** Basahin ang nilalaman ng MDR. Kung may kulang o mali, ibalik agad upang maidagdag o maiwasto. Ingatan ang orihinal na kopya at huwag ibigay kahit kanino. Kung sakaling gagamit at makikinabang ng benepisyo, magbigay ng kopya sa ospital. (Reminder: Read the contents of the MDR. Should there be any data discrepancies, return it back to amend or rectify the error. Take good care of the MDR and do not hand it over to anybody. Provide photocopy to hospital in case of confinement and availment of benefits.)

This is a system generated report. Signature is not required.

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## MEMBER DATA RECORD

### MEMBER BASIC INFORMATION

PhilHealth Identification Number (PIN) : **090255730923** PhilSys Number :  
Member Category : DIRECT CONTRIBUTOR - EMPLOYED  
GOVERNMENT NHTS Coverage : N/A  
Validity Period : N/A

### DUMLAO, JACKIELOU PAGUAGAN

MULAWIN, SANTA CRUZ, OCCIDENTAL MINDORO - 5105

Foreign Address : N/A Sex : FEMALE  
Date of Birth : 1/31/1995  
Place of Birth : SANTA CRUZ, OCCIDENTAL MINDORO  
Contact No. (Foreign) : N/A Civil Status : SINGLE  
(Local) : / Tax Identification Number :

### EMPLOYER/ENTITY INFORMATION

Philhealth Number (PEN/POGN) : 140051100004  
Name of Employer/Organized Group : DEPT OF ENVIRONMENT AND NATURAL RESOURCES  
Business Address : PAG-ASA PAYOMPON, MAMBURAO OCCIDENTAL MINDORO  
Telephone Number : N/A Employment Status : EMPLOYED  
Tax Identification Number : 000643335 Date : 1/5/2022

### DEPENDENT INFORMATION

PIN	Surname	Given Name	Middle Name	Sex	Relation	Date of Birth
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\*\*\* NO DECLARED DEPENDENT/S \*\*\*

**ATTY. JERRY F. IBAY**  
REGIONAL VICE PRESIDENT  
PRO IV-B Batangas City

**Paalala :** Basahin ang nilalaman ng MDR. Kung may kulang o mali, ibalik agad upang maidagdag o maiwasto. Ingatan ang orihinal na kopya at huwag ibigay kahit kanino. Kung sakaling gagamit at makikinabang ng benepisyo, magbigay ng kopya sa ospital. (Reminder: Read the contents of the MDR. Should there be any data discrepancies, return it back to amend or rectify the error. Take good care of the MDR and do not hand it over to anybody. Provide photocopy to hospital in case of confinement and availment of benefits.)

This is a system generated report. Signature is not required.

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