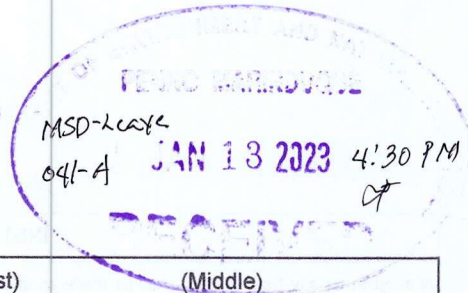




Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

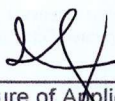
APPLICATION FOR LEAVE



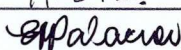
1. OFFICE/DEPARTMENT DENR-PENRO	2. NAME : (Last) DIAZ (First) IMELDA (Middle) MENDOZA	
3. DATE OF FILING JANUARY 13, 2023	4. POSITION OIC - PENR Officer	5. SALARY _____

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 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 <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
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6.C NUMBER OF WORKING DAYS APPLIED FOR two (2) days INCLUSIVE DATES January 19-20, 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>149.72</td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>44.542</td><td>149.72</td></tr></table>  EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned	44.542	149.72	Less this application			Balance	44.542	149.72	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	149.72											
Less this application													
Balance	44.542	149.72											

7.C APPROVED FOR: 2 days with pay SPK ____ 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
☐ INCOMING ☐ OUTGOING
BY: _____ DATS NO. _____
TIME: _____



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 JANUARY 13, 2023	4. POSITION OIC - PENR Officer 5. SALARY _____												
6. DETAILS OF APPLICATION													
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6.C NUMBER OF WORKING DAYS APPLIED FOR two (2) days INCLUSIVE DATES January 19-20, 2023	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div>_____ (Signature of Applicant)</div>												
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> <div>_____ EDEN P. PALACIOS Administrative Officer IV (HRMO II) (Authorized Officer)</div>		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 _____ <div>_____ DONNA MAYOR-GORDOVE ARD for Management Services (Authorized Officer)</div>
	Vacation Leave	Sick Leave											
Total Earned	44.542	149.70											
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7.C APPROVED FOR: 2 days with pay SP ____ days without pay ____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____ _____												
<div>_____ LORMELYN E. CLAUDIO, CESO IV Regional Executive Director</div>													