

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

112

MSD-Luxu 041-4 JAN 13 2023 4:30 PM

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME :	(Last) (First) (Middle)
DENR-PENRO		DIAZ IMELDA 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		6.B DETAILS OF LEAVE
☐ Vacation Leave (Sec. 51, Rule XVI, Omhibus Rules Imple	ementing E.O. No. 292)	In case of Vacation/Special Privilege Leave:
☐ Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibu		
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementi		☐ Abroad (Specify)
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, D		In case of Sick Leave:
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 199		☐ In Hospital (Specify Illness)
☑ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus		
Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 20		2 out ration (opcony miloss)
Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implemen		In case of Special Leave Benefits for Women:
☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15,		(Specify Illness)
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus		
☐ Special Leave Benefits for Women (RA No. 97:		
☐ Special Emergency (Calamity) Leave (csc м		
Adoption Leave (R.A. No. 8552)	0 NO, 2, 5, 2012, as amended	☐ BAR/Board Examination Review
Tradplion Edave (ICA: No. 8502)		
Others:		Other purpose: Monetization of Leave Credits
Others.		A 18 TO THE RESIDENCE OF THE PARTY OF THE PA
		☐ Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED F	OR	6.D COMMUTATION
two (2) days	manufacture and the second	☐ Not Requested ·
INCLUSIVE DATES		☐ Requested ()
January 19-20, 2023		
		(Signature of Applicant)
7. [DETAILS OF AC	TION ON APPLICATION
7.A CERTIFICATION OF LEAVE CREDITS		7.B_RECOMMENDATION
As of Dec. 2022		For approval
Vacation Leave Total Earned 44.542	Sick Leave	For disapproval due to
Less this application	149.70	
Balance 44.542	149.7N	
Spalano		
EDEN P. PALACIOS Administrative Officer IV (HRI	MO II)	DONNA MAYOR-GORDOVE ARD for Management Services
(Authorized Officer)	VIO II)	(Authorized Officer)
7.0.40000450 500		
7.C APPROVED FOR: days with pay S1 ^L		7.D DISAPPROVED DUE TO:
days without pay		
others (Specify)		
		CLAUDIO, CESO IV
	veRioligi exec	cutive Director DENR MIMAROPA
		RECORDS SECTION

RECORDS SECTION

RECORDS SECTION

RECORDS SECTION

FEB 09 2023

☐ INCOMING	OUTGOING
BY:	DATS NO.
TIME:	



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	6. DETAILS	OF APP	PLICATION	
6.A TYPE OF LEAVE TO BE AVAILED OF			6.B DETAILS OF LEAVE	
☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			In case of Vacation/Special Privilege Leave:	
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			☑ Within the Philippines	
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)	
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			Out Patient (Specify	Illness)
Solo Parent Leave (RA No. 8972 / CSC MC No. 8, 8	3. 2004)			
Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			In case of Special Leave	e Benefits for Women:
☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)			(Specify Illness)	
Rehabilitation Privilege (Sec. 55, Rule XVI, Omni	bus Rules Implementing E.O. No	o. 292)		
☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)			In case of Study Leave:	
☐ Special Emergency (Calamity) Leave (CS	C MC No. 2, s. 2012, as amende	ed)	☐ Completion of Maste	r's Degree
Adoption Leave (R.A. No. 8552)		100000000000000000000000000000000000000	☐ BAR/Board Examination Review	
			Other purpose:	
Others:		1	☐ Monetization of Leave Credits	
			☐ Terminal Leave	
6.C NUMBER OF WORKING DAYS APPLIED	FOR		6.D COMMUTATION	
two (2) days			☐ Not Requested	
INCLUSIVE DATES			Requested	1 8/
January 19-20, 2023				X
				nature of Applicant)
7.	DETAILS OF AC	CTION O	N APPLICATION	
7.A CERTIFICATION OF LEAVE CREDITS			7.B RECOMMENDATION	
As of Dec. 2022			☐ For approval	
Vacation Leave			☐ For disapproval due	to
Total Earned 44.542 Less this application	149.70			
Balance 44.542	149-70			
Eff,				
EDEN P. PALACIOS			DONNA MAYOR-GORDOVE ARD for Management Services	
Administrative Officer IV (HRMO II) (Authorized Officer)				orized Officer)
7.C APPROVED FOR:			7.D DISAPPROVED DUE	TO:
days with pay SPL			7.D DIGAFFROVED DUE	10.
days without pay				
others (Specify)				
	LORMELYN E	CLAUDIC	CESO IV	
	Regional Exe			
	7			