1. OFFICE/DEPARTMENT



Republic of the Philippines

## APPLICATION FOR LEAVE 2. NAME: (Last) (First) (Middle)

|  | ) Marinduque/  |                                   | DIAZ   | IMELD  |   |             |  |
|--|--|-----------------------------------|--|--|---|-------------|--|
| DATE OF FILING   | December 21, 2022  | 4. POSITION/_<br>DESIGNATION      | OIC-PENI   | R Officer  | 5. \$ALARY  |             |  |
|  |  | 6. DETAILS C                      | OF APPLICA   | TION   |   |             |  |
| A TYPE OF LEAVE  | TO BE AVAILED OF   | V. OETAILO C                      |  | ETAILS OF LEAV   | /F  |             |  |
|  | Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  |                                   |  |  |   |             |  |
| σ <sub>1</sub>   |  |                                   |  |  | Special Privilege Leave:                              |             |  |
| п  | Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)   |                                   |  |  | pines   |             |  |
| п  | 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) |  |                                   |  | ase of Sick Leav   | е.  |             |  |
| Paternity Leave  | Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)   |                                   |  |  | ify Illness)  |             |  |
|  | Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)   |                                   |  |  | cify Illness)   |             |  |
|  | /e (RA No. 8972 / CSC MC No. 8, s. )   | 2004)                             |  |  |   |             |  |
| Study Leave (Sec.)   | 68. Rule XVI, Omnibus Rules Implemi  | enting E.O. No. 292)              | In c   | In case of Special Leave Benefits for Women:   |   |             |  |
| 10-Day VAWC Lo   | eave (RA No. 9262 / CSC MC No.   | 15, s. 2005)                      | (Sp  | ecify Illness)   |   |             |  |
| Rehabilitation Pri   | ivilege (Sec. 55, Rule XVI, Omnib.   | is Rules Implementing E.O. No. 29 | 2)   |  |   |             |  |
| Special Leave Be   | enefits for Women (RANO S  | 9710 / CSC MC No. 25, s. 2010)    | In c   | ease of Study Lea  | ve:   |             |  |
| Special Emergen  | icy (Calamity) Leave (CSC  | MC No. 2, s. 2012, as amended)    |  | Completion of Ma   | aster's Degree  |             |  |
| Adoption Leave   | R.A. No. 8652)   |                                   |  | BAR/Board Exam   |   |             |  |
|  |  |                                   | Oth  | er purpose   |   |             |  |
| Others:  |  |                                   | l n  | Monetization of L  | anya Cradita  |             |  |
|  |  |                                   |  | wionetization of L   | eave Ciedits  |             |  |
| C NUMBER OF WO   | RKING DAYS APPLIED   | EOB                               | 1000   | ~  |   |             |  |
| Three (3) days   | MAING DATS AFFLIED   | rok                               |  | OMMUTATION   |   |             |  |
| initee (3) days  |  |                                   |  | Not Requested  | ) Digitally   | . Digitally |  |
| INCLUSIVE DAT  | FS   |                                   |  |  | signed<br>by Diaz                                     |             |  |
|  |  |                                   |  | Requested  | Imelda<br>Mendoza                                     |             |  |
| December 27, 2   | 0 0x 29, 2022  | plant an investment               |  | /C1-   |   |             |  |
|  | 7  | DETAILS OF ACT                    | TION ON AP   | PLICATION  | nature of Applicant)                                  |             |  |
|  |  |                                   | MORPHUM IN NOTICE AND ADDRESS OF THE PARTY O | CANADA CONTRACTOR DE CONTRACTO | ON  |             |  |
| A CERTIFICATION  | OF LEAVE CREDITS   |                                   | 7.B R  | COMMENDATION   |   |             |  |
|  | OF LEAVE CREDITS As of Nov. 2022   |                                   | V  | ECOMMENDATION For approval   |   |             |  |
| A  | OF LEAVE CREDITS  As of Nov. 222  Vacation Leave   | Sick Leave                        |  | For approval   | ue to   |             |  |
| Total Earned   | OF LEAVE CREDITS As of Nov. 222 Vacation Leave 1 71, 292   | Sick Leave                        |  |  | ue to   |             |  |
| Total Earned<br>Less this applica                                  | Vacation Leave   | 148-48                            |  | For approval   | ue to   |             |  |
| Total Earned   | OF LEAVE CREDITS As of Nov. 222 Vacation Leave 1 71, 292   |                                   |  | For approval   | ue to   |             |  |
| Total Earned<br>Less this applica<br>Balance                       | Vacation Leave 1 7. 292 ation 3. 00 GENIMA P. DENOS RE   | 148-45<br>148-45                  |  | For approval   | ue to   | IV          |  |
| Total Earned<br>Less this applica<br>Balance                       | Vacation Leave 1 1.292 ation 3.00 64.292   | 148-45<br>148-45                  |  | For approval For disapproval of  |   | ıv          |  |
| Total Earned Less this applica Balance                             | Vacation Leave  1  | 148-45<br>148-45                  |  | For approval of the control of the c | MAYOR-GORDOVE, CESO of for Management Services        | IV          |  |
| Total Earned Less this applica Balance In-C                        | Vacation Leave  1  | 148-45<br>148-45                  |  | For approval For disapproval of  | MAYOR-GORDOVE, CESO of for Management Services        | IV          |  |
| Total Earned Less this applica Balance  In-C C APPROVED FOR:       | Vacation Leave  Vacation | 148-45<br>148-45                  |  | For approval of the control of the c | MAYOR-GORDOVE, CESO of for Management Services  UE TO |             |  |
| Total Earned Less this applica Balance In-C C APPROVED FOR:        | Vacation Leave  Vacation | 148-45<br>148-45                  |  | For approval of DONNA I ARD ISAPPROVED D   | MAYOR-GORDOVE, CESO of for Management Services        |             |  |

Civil Service Form No. 6 Revised 2020



Republic of the Philippines

|     | the state of the s |     |    | a serve for the case of |     |
|-----|--|-----|----|-------------------------|-----|
| PPI | ICA  | TIO | NI | FORI                    | FA1 |

|     | 127 | V. | oth is | Live | JC         |
|-----|-----|----|--------|------|------------|
| (SP |     |    |        |      |            |
| 37  | - 1 | 70 | 91     | 2022 | 10:30 A NO |

| OFFICE/DEPARTMENT 2. NAME : (Last) DENR-PENRO Marinduque/ DIA                         | (First) (Middle)  |  |  |
|---|---|--|--|
| DATE OF FILING 4. POSITION/_  | Z IMELDA MENDOZA  OIC-PENR Officer 5 SALARY               |  |  |
| 6. DETAILS OF A   | PPLICATION  |  |  |
| 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. 1598, 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, s. 2004)                               |   |  |  |
| Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)              | In case of Special Leave Benefits for Women:              |  |  |
| 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2006)                              | (Specify Illness)   |  |  |
| Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) |   |  |  |
| Special Leave Benefits for Women (RANo 9710 / CSC MC No 25, s. 2010)                  | In case of Study Leave:                                   |  |  |
| Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)                | Completion of Master's Degree                             |  |  |
| Adoption Leave (R.A. No. 8552)  | BAR/Board Examination Review                              |  |  |
|   | Other purpose:  |  |  |
| Others:   | Monetization of Leave Credits                             |  |  |
|   |   |  |  |
| NUMBER OF WORKING DAYS APPLIED FOR  | 6.D COMMUTATION   |  |  |
| Three (3) days  |   |  |  |
|   | Not Requested Digitally                                   |  |  |
| INCLUSIVE DATES   | Requested signed by Diaz Imelda                           |  |  |
| December 27, 28 & 29, 2022  |   |  |  |
| 7. DETAILS OF ACTION  | (Signature of Applicant)                                  |  |  |
| CERTIFICATION OF LEAVE CREDITS  | 7.B RECOMMENDATION  |  |  |
| As of Nov- 2022   | P   |  |  |
| AS OI   | For approval  |  |  |
| Vacation Leave Sick Leave Total Earned 71.292 144.45                                  | For disapproval due to                                    |  |  |
| Less this application 3. $\sqrt{2}$ Balance 48.242 144.45                             |   |  |  |
| Balance 68.292   149.45   |   |  |  |
| GENMA P. DEVOS REYES  | DONNA MAYOR-GORDOVE, CESO IV                              |  |  |
| In-Charge, Management Services Division   | ARD for Management Services                               |  |  |
| APPROVED FOR:   |   |  |  |
| days with pay FL  | 7.D DISAPPROVED DUE TO:                                   |  |  |
| days without pay others (Specify)   | TOPMETANE CLAUDIO COOR III                                |  |  |
| otrers (opecity)  | LORMELYN E. CLAUDIO, CESO IV  Regional Executive Director |  |  |

Civil Service Form No. 6 Revised 2020



## Republic of the Philippines

## **APPLICATION FOR LEAVE**

MSP BST LTC 21 2022 10:30 A

| 1. OFFICE/DEPARTMENT   | 2. NAME :  | (Last)    | (First)                                      | (Middle)                                     |  |  |  |  |
|--|--|-----------|--|--|--|--|--|--|
| 3. DATE OF FILING  | e/<br>4. POSITION/   | DIAZ      | IMELDA                                       | MENDOZA                                      |  |  |  |  |
| Decembe  | er 21, 2022 DESIGNATION  | – OIC-P   | ENR Officer                                  | OALAIT                                       |  |  |  |  |
| 6. DETAILS OF APPLICATION  |  |           |  |  |  |  |  |  |
| 6.A TYPE OF LEAVE TO BE AVA  | AILED OF   | 6.B       | DETAILS OF LEAVE                             |  |  |  |  |  |
| Vacation Leave (Sec. 51, Rule XVI  | Omnibus Rules Implementing E.O. No. 292)   |           | n case of Vacation/Spec                      | ial Privilege Leave:                         |  |  |  |  |
| Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) |  |           | Within the Philippines                       | 3  |  |  |  |  |
| Sick Leave (Sec. 43, Rule XVI, Omn   | 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)                 |  |           | n case of Sick Leave:                        |  |  |  |  |  |
| Paternity Leave (R.A. No. 8187 / C   | Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)                 |           |  | lness)                                       |  |  |  |  |
| Special Privilege Leave (Sec. :  | Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) |           |  | liness)                                      |  |  |  |  |
| Solo Parent Leave (RA No. 8972   | / CSC MC No. 8, s. 2004)   | _         |  |  |  |  |  |  |
| Study Leave (Sec. 68, Rule XVI, Orr  | nibus Rules Implementing E.O. No. 292)   |           | In case of Special Leave Benefits for Women: |  |  |  |  |  |
| 10-Day VAWC Leave (RA No. 9  | 9262 / CSC MC No. 15, s. 2005)   |           | (Specify Illness)                            |  |  |  |  |  |
| Rehabilitation Privilege (Sec. 6   | 5, Rule XVI, Omnibus Rules Implementing E.O.   | No. 292)  |  |  |  |  |  |  |
| Special Leave Benefits for V   | Vomen (RA No. 9710 / CSC MC No. 25, s. 2   | 010)      | n case of Study Leave:                       |  |  |  |  |  |
| Special Emergency (Calamit   | y) Leave (CSC MC No. 2, s. 2012, as amer   | nded)     | Completion of Master                         | 's Degree                                    |  |  |  |  |
| Adoption Leave (R.A. No. 8552)   |  |           | BAR/Board Examinati                          | on Review                                    |  |  |  |  |
|  |  |           | Other purpose:                               |  |  |  |  |  |
| Others:  |  |           | Monetization of Leave                        | Candita                                      |  |  |  |  |
| Others.  |  | 1         | Wionetization of Leave                       | Credits                                      |  |  |  |  |
|  |  |           | J  |  |  |  |  |  |
| 6.C NUMBER OF WORKING DA   | VS APPLIED FOR   | 6.0       | COMMUTATION                                  |  |  |  |  |  |
| Three (3) days   | TOAFFLIEDTON   | 0.5       |  |  |  |  |  |  |
|  |  |           | Not Requested                                |  |  |  |  |  |
| INCLUSIVE DATES  |  |           | Requested                                    |  |  |  |  |  |
| December 27, 28 & 29, 202  |  |           |  |  |  |  |  |  |
|  | 7 DETAILOGE  | ACTION ON | (Signature of Applicant)                     |  |  |  |  |  |
| 7.A CERTIFICATION OF LEAVE   | 7. DETAILS OF  |           | RECOMMENDATION                               |  |  |  |  |  |
|  | Y- 2022  | /.В       |  |  |  |  |  |  |
|  |  |           |  |  |  |  |  |  |
|  | cation Leave Sick Leav   | re        | For disapproval due to                       | 0  |  |  |  |  |
|  | 1. m   |           |  |  |  |  |  |  |
|  | .292   144.45  |           |  |  |  |  |  |  |
| - Ind  | war.   |           | DONNA MAY                                    | OR CORDOVE CECO IV                           |  |  |  |  |
|  | A P. DE LOS REYES agement Services Division  |           |  | OR-GORDOVE, CESO IV  Management Services     |  |  |  |  |
|  |  |           |  |  |  |  |  |  |
| 7.C APPROVED FOR:  days with pay FL  |  | 7.D       | DISAPPROVED DUE                              | го:  |  |  |  |  |
| days with pay  |  |           | LODATIV                                      | NE CLAUDIO CECO III                          |  |  |  |  |
| others (Specify)   |  |           |  | N E. CLAUDIO, CESO IV nal Executive Director |  |  |  |  |
|  |  |           |  |  |  |  |  |  |