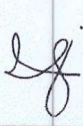




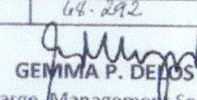
Republic of the Philippines  
**APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT DENR-PENRO Marinduque/	2. NAME : (Last) DIAZ (First) IMELDA (Middle) MENDOZA	
3. DATE OF FILING December 21, 2022	4. POSITION/ DESIGNATION OIC-PENR Officer	5. SALARY

**6. DETAILS OF APPLICATION**

<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Mandatory/Forced Leave (Sec. 26, 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 (R.A. 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 (R.A. 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 (R.A. 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:	<b>6.B DETAILS OF LEAVE</b>  <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"/>
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> Three (3) days  <b>INCLUSIVE DATES</b> December 27, 28 & 29, 2022	<b>6.D COMMUTATION</b> <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested   Digitally signed by Diaz Imelda Mendoza (Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION**

<b>7.A CERTIFICATION OF LEAVE CREDITS</b>  As of Nov. 2022 <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>71.292</td><td>146.45</td></tr><tr><td>Less this application</td><td>3.00</td><td></td></tr><tr><td>Balance</td><td>68.292</td><td>146.45</td></tr></table>  GEMMA P. DELOS REYES In-Charge, Management Services Division		Vacation Leave	Sick Leave	Total Earned	71.292	146.45	Less this application	3.00		Balance	68.292	146.45	<b>7.B RECOMMENDATION</b> <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to  DONNA MAYOR-GORDOVE, CESO IV ARD for Management Services
	Vacation Leave	Sick Leave											
Total Earned	71.292	146.45											
Less this application	3.00												
Balance	68.292	146.45											
<b>7.C APPROVED FOR:</b> 8 days with pay FL days without pay others (Specify)	<b>7.D DISAPPROVED DUE TO:</b>  LORMELYN E. CLAUDIO, CESO IV Regional Executive Director												



Republic of the Philippines  
**APPLICATION FOR LEAVE**

1450  
27  
DEC 21 2022 10:30 AM

1. OFFICE/DEPARTMENT  
DENR-PENRO Marinduque/  
2. NAME : (Last) DIAZ (First) IMELDA (Middle) MENDOZA  
3. DATE OF FILING  
December 21, 2022  
4. POSITION/DESIGNATION  
OIC-PENR Officer  
5. SALARY

**6. DETAILS OF APPLICATION**

**6.A TYPE OF LEAVE TO BE AVAILED OF**

- ☐ 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. 8187 / CSC MC No. 71, s. 1996, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (R.A. 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 (R.A. No. 9262 / CSC MC No. 15, s. 2006)
- ☐ Rehabilitation Privilege (Sec. 56, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. 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 Benefits for Women:*

(Specify illness) \_\_\_\_\_

*In case of Study Leave:*

- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

*Other purpose:*

- ☐ Monetization of Leave Credits
- ☐

**6.C NUMBER OF WORKING DAYS APPLIED FOR**

Three (3) days

INCLUSIVE DATES

December 27, 28 & 29, 2022

**6.D COMMUTATION**

- ☒ Not Requested
- ☐ Requested

Digitally  
signed  
by Diaz  
Imelda  
Mendoza

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION**

**7.A CERTIFICATION OF LEAVE CREDITS**

As of NOV-2022

	Vacation Leave	Sick Leave
Total Earned	71.292	144.45
Less this application	3.00	
Balance	68.292	144.45

GEMMA P. DELLOS REYES

In-Charge, Management Services Division

**7.B RECOMMENDATION**

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

DONNA MAYOR-GORDOVE, CESO IV  
ARD for Management Services

**7.C APPROVED FOR:**

5 days with pay FL  
days without pay  
others (Specify)

**7.D DISAPPROVED DUE TO:**

LORMELYN E. CLAUDIO, CESO IV  
Regional Executive Director



Republic of the Philippines  
**APPLICATION FOR LEAVE**



1. OFFICE/DEPARTMENT DENR-PENRO Marinduque/	2. NAME : (Last) DIAZ (First) IMELDA (Middle) MENDOZA	5. SALARY
3. DATE OF FILING December 21, 2022	4. POSITION/ DESIGNATION OIC-PENR Officer	

**6. DETAILS OF APPLICATION**

<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> <b>Mandatory/Forced Leave</b> (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:	<b>6.B DETAILS OF LEAVE</b>  <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"/>
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <b>Three (3) days</b>  <b>INCLUSIVE DATES</b> <b>December 27, 28 &amp; 29, 2022</b>	<b>6.D COMMUTATION</b> <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION**

<b>7.A CERTIFICATION OF LEAVE CREDITS</b>  As of <u>Nov-2022</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>71.292</td><td>148.45</td></tr><tr><td>Less this application</td><td>3.00</td><td></td></tr><tr><td>Balance</td><td>68.292</td><td>148.45</td></tr></tbody></table> <b>GEMMA P. DELOS REYES</b> In-Charge, Management Services Division		Vacation Leave	Sick Leave	Total Earned	71.292	148.45	Less this application	3.00		Balance	68.292	148.45	<b>7.B RECOMMENDATION</b> <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to  <b>DONNA MAYOR-GORDOVE, CESO IV</b> ARD for Management Services
	Vacation Leave	Sick Leave											
Total Earned	71.292	148.45											
Less this application	3.00												
Balance	68.292	148.45											

<b>7.C APPROVED FOR:</b> <u>3</u> days with pay FL ____ days without pay ____ others (Specify)	<b>7.D DISAPPROVED DUE TO:</b>  <b>LORMELYN E. CLAUDIO, CESO IV</b> Regional Executive Director
---------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------