



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN
Bgy. Sta. Monica, Puerto Princesa City, Palawan
EMAIL : penropalawan@denr.gov.ph
Tel/Fax No. (048) 433-5638/ 434-8791

RECEIVED
10 JAN 2023
INCOMING ☐ OUTGOING ☐
DATE NO.

January 10, 2022

MEMORANDUM

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

THRU : The Assistant Regional Director
for Management Services

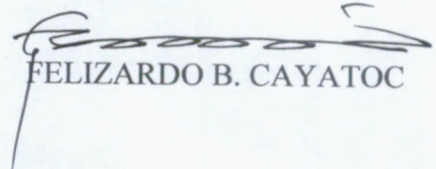
FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : REQUEST FOR LEAVE OF FORESTER I PAULA MEI C.
ATIENZA-GREGAS

Respectfully forwarded is the memorandum dated November 25, 2022 from CENRO Puerto Princesa City with regards to the request for leave of Forester I Paula Mei C. Atienza-Gregas to pursue her law schooling from January to July 2023.

This office interposes no objection to her request, hence recommends for the approval of leave and this is for her professional and career development.

For information and consideration.


FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By: Rhea
Date: 11 JAN 2023 CN: 2023-87



Republic of the Philippines
Department of Environment and Natural Resources
Region IV - MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

MEMORANDUM

FOR : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC-Community Environment and
Natural Resources Officer
Puerto Princesa City

SUBJECT : **REQUEST FOR LEAVE OF FORESTER I PAULA MEI C.
ATIENZA-GREGAS**

DATE : November 25, 2022

**DENR PENRO
PALAWAN RECORDS
RECEIVED**

BY: [Signature]
DATE: 12-15-2022 22.11.66

Considering the merits of the request for leave due to schooling, this office interposes no objection and herein recommends for the approval of leave beginning on January to July 2023.

Further, the workload of Forester I Paula Mei Atienza-Gregas has been properly discussed and distributed hence, her absence will not cause any disruption in the operation of the Conservation and Development Section.

For information and consideration.

[Signature]
PEDRO A. VELASCO

RELEASED

NO: 4984
DATE: 11-28-22
BY: [Signature]

November 22, 2022

PEDRO A. VELASCO
CENR Officer
DENR CENRO Puerto Princesa

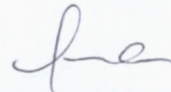
Dear Sir,

I, Paula Mei C. Atienza-Gregas, a Forester I here at the DENR CENRO Puerto Princesa and currently designated as CBFM/CSC Desk Officer, am writing this letter to request for leave in order for me to focus on my schooling as I am currently a fourth year Juris Doctor student at the Palawan State University School of Law. During the previous years, I have been performing as a Forester I in the office and a law student at night.

The second semester for the academic year 2022-2023 will begin on January 2023. I am hoping and striving that it will be my last semester and will graduate on July 2023. Hence, I would like to be on leave beginning January 2023 to July 2023.

I believe that once I complete this program, I will be of more value to the Department. Should my leave be granted, I will resume my work after I have graduated on July 2023.

I am hoping for your kind consideration. Thank you.



PAULA MEI C. ATIENZA-GREGAS



BY: [Signature]
DATE: 12-27-2022

APPLICATION FOR LEAVE

| 1. OFFICE/DEPARTMENT DENR-CENRO Pto. Prin. City | 2. NAME : (Last) (First) (Middle) Atienza-Gregas Paula Carlos | | | | | | | | | | | | | |
|---|---|--|----------------|------------|--------------|--------|-------|-----------------------|--|--|---------|--------|-------|---|
| 3. DATE OF FILING December 1, 2022 | 4. POSITION Forester 1 | 5. SALARY 26,012 | | | | | | | | | | | | |
| 6. DETAILS OF APPLICATION | | | | | | | | | | | | | | |
| 6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" 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 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 | | | | | | | | | | | | |
| 6.C NUMBER OF WORKING DAYS APPLIED FOR 6 months (145 days) INCLUSIVE DATES January 3, 2023- July 31, 2023 | | 6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align: center;"><u>[Signature]</u> (Signature of Applicant)</div> | | | | | | | | | | | | |
| 7. DETAILS OF ACTION ON APPLICATION | | | | | | | | | | | | | | |
| 7.A CERTIFICATION OF LEAVE CREDITS As of 30 NOV 2022 <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>21.901</td><td>24.25</td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>21.901</td><td>24.25</td></tr></tbody></table> <div style="text-align: center;"><u>[Signature]</u> MARIAH L. REGALADO Administrative Officer IV (HRMO II)</div> | | | Vacation Leave | Sick Leave | Total Earned | 21.901 | 24.25 | Less this application | | | Balance | 21.901 | 24.25 | 7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <div style="text-align: center;"><u>[Signature]</u> FELIZARDO B. CAYATOC PENRO</div> |
| | Vacation Leave | Sick Leave | | | | | | | | | | | | |
| Total Earned | 21.901 | 24.25 | | | | | | | | | | | | |
| Less this application | | | | | | | | | | | | | | |
| Balance | 21.901 | 24.25 | | | | | | | | | | | | |
| 7.C APPROVED FOR: 21 days with pay 124 days without pay _____ others (Specify) | | 7.D DISAPPROVED DUE TO: _____ _____ _____ | | | | | | | | | | | | |
| LORMELYN E. CLAUDIO, CESO IV _____ Regional Executive Director | | | | | | | | | | | | | | |