## Republic of the Philippines



## DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCE

**MIMAROPA** Region

1515 DENR by the Bay Bldg., Roxas Boulevard. Tel. No. 405-0046, 248-3468/2483367 ldc. 2701/2707

REQUEST FOR PERSONAL TRAVEL AUTHORIT

OUTGOING

Name of Employee: ABE R. FRANCISCO

Plantilla Position/Designation: CHIEF, ADMINISTRATIVE OFFICER/CHIEF, MSD

Plantilla Assignment: <u>DENR – MIMAROPA Region (PENRO MSD, Occidental Mindoro)</u>

Present Station: PENRO Mamburao, Occidental Mindoro

Office Address: So. Pag-asa, Brgy. Payompon, Mamburao, Occidental Mindoro

Contact Number: 09178939411 Email Address: vondaiveraine@gmail.com

Duration of travel: April 02-08, 2023

Destination: Singapore and Malaysia

Purpose: (please check)

Vacation Vacation ☐ Pilgrimage/Religious activity

□ Tour ☐ Medical purpose ☐ Others:

Type of Leave of Absence: Vacation Leave Duration: April 03-05, 2023

Clearance required?

(if more than 30 days) ☐ yes Approving authority :

I hereby certify that absence will not hamper operational efficiency of the office.:

OIC, PENRO Name of certifying officer Position/Designation

I hereby endorse the herein request.

LORMELYN E. CLAUDIO, CESO IV Name of head of office

**Regional Executive Director** 

Position/Designation

**CERTIFIED BY:** 

MA. CRISTINA C. RENDORIO

Chief, Personnel Section Focal Person on Personal Travel Authority /bah 01102023

## Republic of the Philippines DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

MIMAROPA Region

1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila Tel. No. 405-0046, 248-3468/2483367 loc. 2701/2707

## REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: ABE R. FRANCISCO
Plantilla Position/Designation: CHIEF, ADMINISTRATIVE OFFICER/CHIEF, MSD
Plantilla Assignment: DENR - MIMAROPA Region (PENRO MSD, Occidental Mindoro
Present Station: PENRO Mamburao, Occidental Mindoro
Office Address: So. Pag-asa, Brgy. Payompon, Mamburao, Occidental Mindoro
Contact Number: <u>09178939411</u> Email Address: <u>vondaiveraine@gmail.com</u>
Duration of travel: April 02-08, 2023
Destination: Singapore and Malaysia
Purpose: (please check)
Vacation □ Pilgrimage/Religious activity   □ Tour □ Medical purpose   □ Others :
Type of Leave of Absence: <u>Vacation Leave</u> Duration: <u>April 03-05, 2023</u>
Clearance required? Ino (if more than 30 days) I yes Approving authority:  I hereby certify that absence will not hamper operational efficiency of the office.:
ERNESTO E. TAÑADA Name of certifying officer  OIC, PENRO Position/Designation

I hereby endorse the herein request.

LORMELYN E. CLAUDIO, CESO IV

Name of head of office

**Regional Executive Director** 

Position/Designation

**CERTIFIED BY:** 

MA. CRISTINA C. RENDORIO

Chief, Personnel Section
Focal Person on Personal Travel Authority
/bah 01102023

CSC Form No. 6									
Revised 2020		A DDI ICATIO	NIFO	215415					
	•	APPLICATIO	N FOR	RLEAVE					
1. OFFICE/DEPAR	TENT 2 N	IAME (Last)		(First)	(Middle)				
PENRO OCCIDENT			000						
PENKO OCCIDENT	AL MINDORO	FRANCI	300	ABE	RUBION				
2 DATE OF FILING	04/46/2022 4 5	OCITION CHIE	C ADBAIA	ICTRATIVE OFFICE	D				
3. DATE OF FILING	01/16/2023 4. F (mm/dd/yyyy)	POSITIONCHIE	F ADMIN	ISTRATIVE OFFICE	R 5. SALARY ₱ 91,320.00				
6. DETAILS OF APPLICATION									
6. A TYPE OF LEAV	'E TO BE AVAILED	OF	6.B DE	TAILS OF LEAVE					
✓ Vacation Leave (S	ec. 51, Rule XV, Omnibus Rules	Implementing E.O. No. 292)	In cas	se of Vacation/Special Privil	ege Leave:				
Mandatory/Forced L	eave (Sec. 25, Rule XVI, Omnibus R	rules Implemmenting E.O. No. 292)		Within the Philippines					
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implemmenting E.O. No. 292)				Abroad (Specify) SINGAPORE AND MALAYSIA					
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 Lea	ave (Sec. 21, Rule XVI, Omnibus Rul	les Implemmenting 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 im	implemmenting E.O. No. 292)	In cas	se of Study Leave:					
10-Day VAWC Lea	ve (RA No. 9262 / CSC MC No	. 15, S. 2005)		Completion of Master's Degr	ee				
Rehabilitation Privil	ege (Sec. 55, Rule XVI, Omnibus Ru	ules Implementing E.O. No. 292)		BAR/Board Examination Rev	iew				
Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, S. 2010)				· Purpose:					
Special Emergenc	y (Calamity) Leave (CSC MC I	no. 2, S. 2012, as amended)		Monetization of Leave Credit	5				
Adoption Leave (R	(A No. 8552)			Terminal Leave					
Others									
6. C NUMBER OF W	ODVING DAVE ADD	I IED EOD	6.D CO	MMUTATION					
3	DAY / S	LIED FOR		Not Requested					
INCLUSIVE DAT			IH	Requested					
APR. 3, 2023	to APR. 5, 2023		-	noquous .					
711110, 2020	10 711 111 0, 2020			Δ	BE RUBION FRANCISCO				
					(Signature of Applicant)				
Z A OFFICIOATIO		7. DETAILS OF ACT	THE RESERVE THE PERSON NAMED IN COLUMN						
7. A CERTIFICATION				COMMENDATION For Approval					
as or (min/du/yy)	VY) OCTOBER 20	(2							
Г	Vacation Leave	Sick Leave	"	For Diaspproval Due to					
Total Earned			-						
Less this application	109.373	231.250	-						
Balance	3.000	-	-						
	106.373	221.250	-						
Combined Balance									
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VON ERIKA'S. CAUSAPIN  Administrative Officer IV /									
	esource Managemer								
7. C APPROVED FO	DR.		7. D DIS	SAPPROVED DUE T	·O·				
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	without pay								
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OIC PENR Officer									

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CSC Form No. 6									
Revised 2020		A DDI IOATIO	NEODIE						
		APPLICATIO	N FOR LEA	IVE					
1. OFFICE/DEPAR	PTENT 2 I	NAME (Last)	(First)		(Middle)				
PENRO OCCIDENT	TAL MINDORO	FRANCI		ABE	RUBION				
3. DATE OF FILING	01/16/2023 4. 1	POSITION CHIE	F ADMINISTRATI	VE OFFICE	8 5. SALARY <b>P 91,320.00</b>				
3. DATE OF TILING	(mm/dd/yyyy) 4. 1	CHIL	FADMINISTRATI	VE OFFICER	5. SALARI P 91,320.00				
			F APPLICATION						
6. A TYPE OF LEAV	/E TO BE AVAILED	OF	6.B DETAILS O	FLEAVE					
	Sec. 51, Rule XV, Omnibus Rule		In case of Vacation		ge Leave:				
	.eave (Sec. 25, Rule XVI, Omnibus I		Within the Ph	-					
	plemmenting E.O. No. 292)	Abroad (Specify) SINGAPORE AND MALAYSIA							
Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)			In case of Sick L						
	RA No. 8187/CSC MC No. 71,			Specify Illness)					
	eave (Sec. 21, Rule XVI, Omnibus Ri		Out Patient (	Specify Illness)					
	(RA No. 8972/CSC MC no. 8,								
	68, Rule XVI, Omnibus Rules in		In case of Study L						
	ave (RA No. 9262 / CSC MC No.			of Master's Degre					
	lege (Sec. 55, Rule XVI, Omnibus F			Examination Revie	ew				
	nefits for Women (RA No. 971		Other Purpose:						
Special Emergency (Calamity) Leave (CSC MC no. 2, S. 2012, as amended)			Monetization	of Leave Credits					
Adoption Leave (F	RA No. 8552)		Terminal Lea	ave					
Others									
6. C NUMBER OF W	ORKING DAYS APP	PLIED FOR	6. D COMMUTA	TION					
3	DAY / S		→ Not Request	ted					
INCLUSIVE DAT	TES		Requested						
APR. 3, 2023	to APR. 5, 202	3			An				
				AE	BE RUBION FRANCISCO				
					(Signature of Applicant)				
		7. DETAILS OF ACT	ON ON APPLICA	TION					
7. A CERTIFICATIO			7. B RECOMME						
as of (mm/dd/yy	yy) GOTHER 2	2022	✓ For Approva	ıl					
			For Diasppre	oval Due to					
	Vacation Leave	Sick Leave							
Total Earned	878 ·P01	231.250							
Less this application	3.000	-							
Balance	104.373	221.250							
Combined Balance									
				34.00					
	61								
	PIN	Better the second of the secon							
Administrative Officer IV / Human Resource Management Officer II									
		int Officer II							
7. C APPROVED FO			7.D DISAPPRO	VED DUE TO	D:				
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***************************************	without pay		SIMON SIMON CANCEL SIMON CONTRACTOR OF STREET						
other	s (specify)		Academic for the Contract of t						
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		EDMEST	E TAÑADA						
	OIC, PENR Officer								