



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA

DENR MIMAROPA RECORDS SECTION
RECEIVED
23 JAN 2023
INCOMING ☒ OUTGOING
DATE NO.

January 6, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
1515 DENR By the Bay Building, Roxas Blvd.,
Brgy 668, Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : **REQUEST FOR TRAVEL AUTHORITY**

Please be informed that the undersigned would like to seek the approval of a travel authority to Seoul, South Korea on April 16-20, 2023.

Attached are the necessary documents in support to the above request.

For information and consideration.


ERNESTO E. TAÑADA



Booking ID: NLU3XK

Booking Date: November 22,2022

Please refer to airline website for additional COVID-19 precautionary measures for passengers.

✈ Onward

Non-Refundable

Flight 1	Departing	Arriving	
Cebu Pacific 5J-188	MNL Manila Manila, Terminal-Terminal 3 16 Apr 2023, 17:25	ICN Seoul Incheon Intl Arpt, Terminal-ICN Airport 16 Apr 2023, 22:35	Non Stop 4h 10m

✈ Return

Non-Refundable

Flight 1	Departing	Arriving	
Cebu Pacific 5J-187	ICN Seoul Incheon Intl Arpt, Terminal-ICN Airport 20 Apr 2023 , 00:45	MNL Manila Manila, Terminal-MNL Airport 20 Apr 2023, 04:05	Non Stop 4h 0m

	Passenger(s) Details	Passport Details	PNR	FF No	E-Ticket	Insurance No.	Status
1	MS. JOSEPHINE TANADA Adult (1 MAY 1966)	P8269679B, Philippines 23 NOV 2031	NLU3XK	-	NLU3XK	-	Confirmed
2	MR. ERNESTO TANADA Adult (18 JAN 1961)	P8269678B , Philippines 23 NOV 2031	NLU3XK	-	NLU3XK	-	Confirmed
3	MS. KRYZZANE JEN TANADA Adult (29 MAY 1999)	P3852304B , Philippines 14 NOV 2029	NLU3XK	-	NLU3XK	-	Confirmed
4	MR. KEARN ERNEST TANADA Adult (18 JAN 2003)	P3839775B, Philippines 13NOV 2024	NLU3XK	-	NLU3XK	-	Confirmed
5	MR. KAIZZER IRVIN TANADA Adult (16 MAR 1992)	P3840888B, Philippines 13 NOV 2029	NLU3XK	-	NLU3XK	-	Confirmed
				-		-	

Flight: 5J-188	Meals	Seat	Purchased Baggage
MS. JOSEPHINE TANADA	-	-	0.0 kg
MR. ERNESTO TANADA	-	-	0.0 kg
MS. KRYZZANE JEN TANADA	-	-	0.0 kg
MR. KEARN ERNEST TANADA	-	-	0.0 kg
MR. KAIZZER IRVIN TANADA	-	-	0.0 kg
			0.0 kg
	Meals	Seat	Purchased Baggage
Flight: 5J-187			

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT

PENRO OCC. MDO.

2. NAME (Last)

TAÑADA

(First)

ERNESTO

(Middle)

ESTRELLANA

3. DATE OF FILING

1/6/2023

4. POSITION

OIC PENR OFFICER / DMO V

5. SALARY

₱ 91,320.00

6. DETAILS OF APPLICATION

6. A TYPE OF LEAVE TO BE AVAILED OF

☒ Vacation Leave (Sec. 51, Rule XV, 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 (RA No. 8187/CSC MC No. 71, S. 1998, as amended)

☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No.292)

☐ 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)

☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, S. 2005)

☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, S. 2010)

☐ Special Emergency (Calamity) Leave (CSC MC no. 2, S. 2012, as amended)

☐ Adoption Leave (RA No. 8552)

☐ Others

6. B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

☐ Within the Philippines

☒ Abroad (Specify) Seoul, South Korea

In case of Sick Leave:

☐ In Hospital (Specify Illness)

☐ Out Patient (Specify Illness)

In case of Study Leave:

☐ Completion of Master's Degree

☐ BAR/Board Examination Review

Other Purpose:

☐ Monetization of Leave Credits

☐ Terminal Leave

6. C NUMBER OF WORKING DAYS APPLIED FOR

4 DAY / S

INCLUSIVE DATES

4/17/2023 TO 4/20/2023

6. D COMMUTATION

☐ Not Requested

☐ Requested

ERNESTO ESTRELLANA TAÑADA

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of November 2022

	Vacation Leave	Sick Leave
Total Earned	132.75	392.500
Less this application	4.000	
Balance	128.75	392.500

VON ERIKA S. CAUSAPIN

Administrative Officer IV / HRMO II

7. B RECOMMENDATION

☐ For Approval

☐ For diasapproval due to

7. C APPROVED FOR:

4 days with pay

days without pay

others (specify)

7. D DISAPPROVED DUE TO:

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT

PENRO OCC. MDO.

2. NAME (Last)

TAÑADA

(First)

ERNESTO

(Middle)

ESTRELLANA

3. DATE OF FILING

1/6/2023

4. POSITION

OIC PENR OFFICER / DMO V

5. SALARY

₱ 91,320.00

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☐ Not Requested

☐ Requested

ERNESTO ESTRELLANA TAÑADA

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of

November 2022

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Total Earned	132.756	392.500
Less this application	4.000	
Balance	128.756	392.500

VON ERIKA S. CAUSAPIN

Administrative Officer IV / HRMO II

7. B RECOMMENDATION

☐ For Approval

☐ For disapproval due to

7. C APPROVED FOR:

4 days with pay

days without pay

others (specify)

7. D DISAPPROVED DUE TO: