



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

TelFax No. (048) 433-5638/ 434-8791

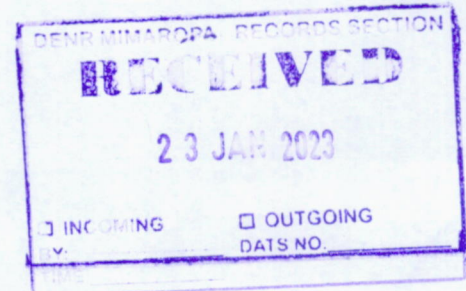
January 10, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR – R4 MIMAROPA Region

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **REQUEST FOR A TRAVEL AUTHORITY TO DUBAI &
ABUDHABI OF PARK MAINTENANCE FOREMAN
ANITA S. LLORCA OF CENRO QUEZON, PALAWAN**



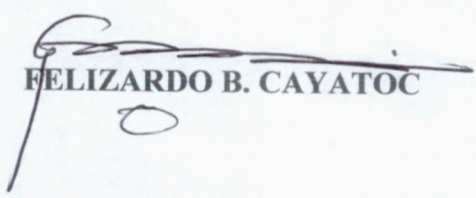
Respectfully forwarded is the memorandum from CENRO Quezon, Palawan dated January 10, 2023 relative to the request for travel authority of Park Maintenance Foreman Anita S. Llorca to Dubai and Abudhabi. Said travel shall be on February 15, 2023 and April 19, 2023.

This office interposes no objection on the said travel for it will not hamper the operation of the concerned CENRO. Likewise, all the expenses to be incurred will be shouldered by PMF Llorca.

Attached are the following documents:

1. Application for Leave
2. PENRO and CENRO Clearances
3. Airline tickets

For her information, consideration and approval.


FELIZARDO B. CAYATOC



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
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Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Brgy. Alfonso XIII, Quezon, Palawan
Contact No.: 0917-160-4920
Email: cenroquezon@denr.gov.ph

January 10, 2023

MEMORANDUM

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

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

FROM : The OIC, Community Environment and
Natural Resources Officer and Concurrent PASu MMPL

SUBJECT : **REQUEST FOR A TRAVEL AUTHORITY TO DUBAI &
ABUDHABI OF PARK MAINTENANCE FOREMAN ANITA
S. LLORCA OF CENRO QUEZON, PALAWAN**

Forwarded is the memorandum dated January 9, 2023 of PMF Anita S. Llorca requesting for a travel authority for leisure, recreation and to take care and assist her daughter in-law on her expected childbirth on March 2023. The proposed date of travel in the aforementioned countries is on February 15, 2023 to April 19, 2023.

Please be informed that this Office interposes no objection on the said travel and certify that her absence will not hinder nor affect on the accomplishment of the Office target. Further, all expenses to be incurred is solely shouldered by the requesting personnel.

Attached are application for leave, CENRO Clearance and photocopy of her flight details.

For your information, consideration and approval.


RENATO S. GONZAGA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Brgy. Alfonso XIII, Quezon, Palawan
Contact No.: 0917-160-4920
Email: cenroquezon@denr.gov.ph

January 10, 2023

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FOR : The Regional Executive Director
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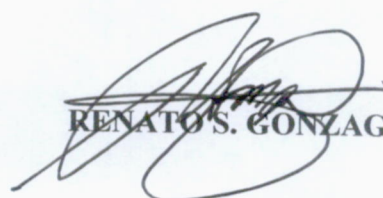
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RENATO S. GONZAGA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Brgy. Alfonso XIII, Quezon, Palawan
Contact No.: 0917-160-4920
Email: cenroquezon@denr.gov.ph

January 9, 2023

MEMORANDUM

FOR : Community Environment and
Natural Resources Officer
Quezon, Palawan

FROM : Anita S. Llorca
Park Maintenance Foreman

SUBJECT : **REQUEST FOR A TRAVEL AUTHORITY TO DUBAI &
ABUDHABI ON FEBRUARY 15, 2023 TO APRIL 18, 2023.**

This has reference with the Memorandum of Executive Secretary dated January 3, 2018 re: above subject.

Please be informed that the undersigned is requesting for a travel authority for leisure, recreation and to take care of my daughter in-law on her childbirth at my own expense from February 15, 2023 to April 19, 2023.

Attached herewith is my Application for Leave for 44 days and Photo copy of my Flight Details of the said travel.

For his information and recommendation.


ANITA S. LLORCA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Brgy. Alfonso XIII, Quezon, Palawan
Contact No.: 0917-160-4920
Email: cenroquezon@denr.gov.ph

January 9, 2023

MEMORANDUM

FOR : Community Environment and
Natural Resources Officer
Quezon, Palawan

FROM : Anita S. Llorca
Park Maintenance Foreman

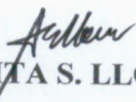
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For his information and recommendation.


ANITA S. LLORCA



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CENRO Quezon, Palawan	2. NAME : (Last) (First) (Middle) LLORCA ANITA SALAMAGOS												
3. DATE OF FILING January 9, 2023	4. POSITION Park Maintenance Foreman 5. SALARY ₱19,744.00												
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 type="checkbox"/> Within the Philippines _____ <input checked="" 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 44 days INCLUSIVE DATES February 15 - April 19, 2023	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <i>(Signature of Applicant)</i>												
7. DETAILS OF ACTION ON APPLICATION													
7.A CERTIFICATION OF LEAVE CREDITS As: December 31, 2022 <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>23.631</td><td>66.98</td></tr><tr><td>Less this application</td><td>23</td><td>0</td></tr><tr><td>Balance</td><td>0.631</td><td>66.98</td></tr></tbody></table> <i>(Signature)</i> MARILYN L. REGALADO Administrative Officer IV (HRMO II)		Vacation Leave	Sick Leave	Total Earned	23.631	66.98	Less this application	23	0	Balance	0.631	66.98	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services
	Vacation Leave	Sick Leave											
Total Earned	23.631	66.98											
Less this application	23	0											
Balance	0.631	66.98											
7.C APPROVED FOR: 27 days with pay (VL) 3 (SPL) 1 (CTO) 17 days without pay others (Specify)	7.D DISAPPROVED DUE TO:												
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director													



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CENRO Quezon, Palawan	2. NAME : (Last) (First) (Middle) LLORCA ANITA SALAMAGOS													
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LORMELYN E. CLAUDIO, CESO IV _____ Regional Executive Director														



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: **ANITA S. LLORCA**

Plantilla Position/Designation: **Park Maintenance Foreman**

Plantilla Assignment: **DENR – MIMAROPA Region (CENRO Quezon, Palawan)**

Present Station: **CENRO Quezon, Palawan**

Office Address: **Alfonso XIII, Quezon, Palawan**

Contact Number: **0905-341-3525** Email Address: **anitasllorca143@gmail.com**

Duration of travel: **February 15 – April 19, 2023**

Destination: **Dubai Countries**

Purpose: (please check)

☒ Vacation

☐ Tour

☐ Others :

☐ Pilgrimage/Religious activity

☐ Medical purpose

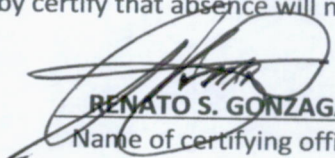
Type of Leave of Absence: **Vacation Leave**

Duration: **Feb. 15 – April 19, 2023**

Clearance required? ☐ no

(if more than 30 days) ☒ yes Approving authority : _____

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


RENATO S. GONZAGA
Name of certifying officer

OIC, CENRO & Concurrent PASu MMPL
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 01/06/2023



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

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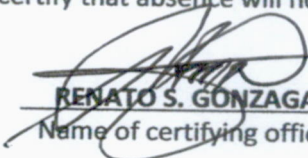
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Name of head of office

Regional Executive Director
Position/Designation

CERTIFIED BY:

MA. CRISTINA C. RENDORIO
Chief, Personnel Section
Focal Person on Personal Travel Authority
/bah 01/06/2023



66



Travel Advisory: Flexible Options for Passe... View all

Itinerary Receipt

Print Itinerary



Print Itinerary

Confirmed

Thank you. Your transaction was successful.

BOOKING DATE

January 4, 2023

BOOKING REFERENCE NO.

NM15XK



Scan QR Code to check in

Flight Details

PPS - MNL

15 Feb 2023 - 09:25 PM - 11:00 PM

15 Feb 2023
09:25 PM

1h 35m

15 Feb 2023
11:00 PM

FLIGHT NO. 5J 642

DEPARTURE

Puerto Princesa

Puerto Princesa International Airport

ARRIVAL

Manila

Ninoy Aquino International Airport - Terminal 3

Flight operated by: Cebu Pacific Cebgo

Guest Details

NAME

MS. ANITA LLORCA
Adult

FLIGHT

PPS - MNL

ADD-ONS

GO Easy
2pcs checked baggage
(20kg each)
Seat: 21F

All flights

The following are applied across all flights



66





GC

Travel Advisory: Flexible Options for Passengers... [View all](#)

Itinerary Receipt

[Print Itinerary](#)[Print Itinerary](#)**Confirmed**

Thank you. Your transaction was successful.

BOOKING DATE

January 3, 2023

BOOKING REFERENCE NO.

BGRZ4T



Scan QR Code to check in

Flight Details

MNL - DXB

19 Feb 2023 - 03:55 PM - 09:40 PM

19 Feb 2023

03:55 PM

9h 45m

✦ FLIGHT NO. 5J 14

DEPARTURE

Manila

Ninoy Aquino International Airport - Terminal 3

ARRIVAL

Dubai

Dubai International Airport - Terminal 1

DXB - MNL

18 Apr 2023 - 10:25 PM - 11:45 AM *1

18 Apr 2023

10:25 PM

9h 20m

✦ FLIGHT NO. 5J 15

DEPARTURE

Dubai

Dubai International Airport - Terminal 1

ARRIVAL

Manila

Ninoy Aquino International Airport - Terminal 3

Flight operated by: ✦ Cebu Pacific ✦ Cebgo

Guest Details

NAME

MS. ANITA LLORCA

Adult

FLIGHT

MNL ✦ DXB

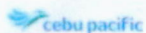
ADD-ONS

GO Easy

2pcs checked baggage
(20kg each)

GC





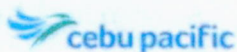
66



Travel Advisory: Flexible Options for Pass... View all

Itinerary Receipt

Print Itinerary



Print Itinerary

Confirmed

Thank you. Your transaction was successful.

BOOKING DATE

January 4, 2023

BOOKING REFERENCE NO.

NM15XK



Scan QR Code to check in

Flight Details

PPS - MNL

15 Feb 2023 - 09:25 PM - 11:00 PM

15 Feb 2023

09:25 PM

1h 35m

15 Feb 2023

11:00 PM

FLIGHT NO. 5J 642

DEPARTURE

Puerto Princesa

Puerto Princesa International Airport

ARRIVAL

Manila

Ninoy Aquino International Airport - Terminal 3

Flight operated by: Cebu Pacific Cebgo

Guest Details

NAME

MS. ANITA LLORCA

Adult

FLIGHT

PPS - MNL

ADD-ONS

GO Easy

2pcs checked baggage

(20kg each)

Seat: 21F

All flights

The following are applied across all flights



66





GC

Travel Advisory: Flexible Options for Passengers... [View all](#)

Itinerary Receipt

[Print Itinerary](#)[Print Itinerary](#)**Confirmed**

Thank you. Your transaction was successful.

BOOKING DATE

January 3, 2023

BOOKING REFERENCE NO.

BGRZ4T



Scan QR Code to check in

Flight Details

MNL - DXB

19 Feb 2023 - 03:55 PM - 09:40 PM

19 Feb 2023

03:55 PM

9h 45m

✦ FLIGHT NO. 5J 14

DEPARTURE

Manila

Ninoy Aquino International Airport - Terminal 3

ARRIVAL

Dubai

Dubai International Airport - Terminal 1

DXB - MNL

18 Apr 2023 - 10:25 PM - 11:45 AM ^{*1}

18 Apr 2023

10:25 PM

9h 20m

✦ FLIGHT NO. 5J 15

DEPARTURE

Dubai

Dubai International Airport - Terminal 1

ARRIVAL

Manila

Ninoy Aquino International Airport - Terminal 3

Flight operated by: ✦ Cebu Pacific ✦ Cebgo

Guest Details

NAME

MS. ANITA LLORCA
Adult

FLIGHT

MNL ✦ DXB

ADD-ONS

GO Easy
2pcs checked baggage
(20kg each)

GC



* P 2 7 0 1 0 3 3 C *

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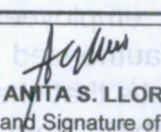
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

CLEARANCE FORM

I PURPOSE: FOR TRAVEL ABROAD FOR VACATION & LEISURE TIME				
TO: DENR MIMAROPA REGION I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Effectivity/Inclusive Period: FEBRUARY 15, 2023 TO APRIL 19, 2023				Date of Application _____ <div style="text-align: right;"> ANITA S. LLORCA Name and Signature of Employee </div>
Office of Assignment: DENR-CENRO Quezon, Palawan Position/SG/Step: Park Maintenance Foreman-SG8-Step1				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: right;"> DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services </div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section			ELIZABETH B. DE OÑO OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. Finance and Assets Management				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC	
d. PROJECT H.O.P.E			JANE G. BAUTISTA Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			GRACIANO S. CASTRO General Manager	
3. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

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Effectivity/Inclusive Period: <u>FEBRUARY 15, 2023 TO APRIL 19, 2023</u>				
Office of Assignment: <u>DENR-CENRO Quezon, Palawan</u>		 ANITA S. LLORCA Name and Signature of Employee		
Position/SG/Step: <u>Park Maintenance Foreman-SG8-Step1</u>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section			ELIZABETH B. DE OÑO OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. Finance and Assets Management				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC	
d. PROJECT H.O.P.E			JANE G. BAUTISTA Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			GRACIANO S. CASTRO General Manager	
3. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				

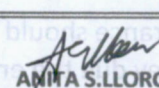
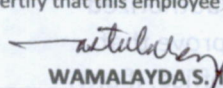
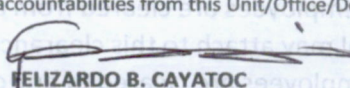
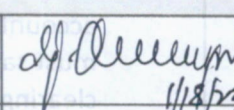
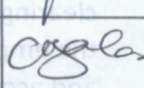
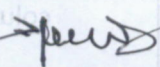
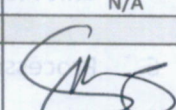
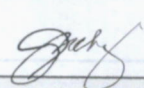
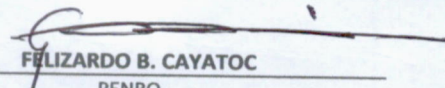
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

CLEARANCE FORM

I PURPOSE: FOR TRAVEL ABROAD FOR VACATION & LEISURE TIME				
TO: DENR MIMAROPA REGION I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Effectivity/Inclusive Period: FEBRUARY 15, 2023 TO APRIL 19, 2023				Date of Application _____ <div style="text-align: right;"> ANITA S. LLORCA Name and Signature of Employee </div>
Office of Assignment: DENR-CENRO Quezon, Palawan Position/SG/Step: Park Maintenance Foreman-SG8-Step1				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: right;"> DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services </div>				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section			ELIZABETH B. DE OÑO OIC Chief, General Services Section	
b. Records Section			MICHELLE B. TUYAN OIC Chief, Records Section/AO I	
c. Personnel Section	✓		MA. CRISTINA C. RENDORIO Chief, Personnel Section	
2. Finance and Assets Management				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	
b. DENREU			JOCELYN A. SARILE DENREU President/Engr. IV	
c. DREAMC			Chairman, DREAMC JANE G. BAUTISTA Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
d. PROJECT H.O.P.E				
e. FOSLA			GRACIANO S. CASTRO General Manager	
3. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region IV-B, PENRO, Puerto Princesa City
Sta. Monica, Puerto Princesa city

CLEARANCE FORM

I PURPOSE : TO TRAVEL ABROAD FOR VACATION AND LEISURE TIME		JANUARY 13, 2023 Date of Filing	
TO: DENR-PENRO-PALAWAN I hereby request clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation : <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify : _____ Date of Effectivity: FEBRUARY 15, 2023 TO APRIL 19, 2023			
Office of Assignment: CENRO QUEZON, PALAWAN Position/SG/Step: PARK MAINTENANCE FOREMAN		 ANITA S. LLORCA Name and Signature of Employee	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES <input type="checkbox"/> We hereby certify that this employee is cleared <input type="checkbox"/> not cleared of work-related accountabilities from this Unit/Office/Dept.			
 WAMALAYDA S. TALABUCON Planning Officer III Officer-In-Charge Mgt. Services Division and Chief, Planning Section Immediate Supervisor		 FELIZARDO B. CAYATOC Head of Office	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES			
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official Signature
1 Administrative Services			
a. Supply and Property Procurement and Management Services	N/A	N/A	DONNABEL J. OCAMPO Administrative Officer I (Supply Officer I) 
b. Human Resource Welfare & Assistance	N/A	N/A	MAILAH L. REGALADO Administrative Officer IV (HRMO II) 
c. Agency-accredited Union/Cooperative Palawan DENR Employees Multipurpose Cooperative (PADEMCO)	N/A	N/A	JOHNNY P. LILANG Manager 
2 Library			
a. Legal Office Library	N/A	N/A	N/A
b. Library Services	N/A	N/A	N/A
3 Finance and Assets Management			
a. Finance Services	N/A	N/A	CATHY R. FLORES Accountant I In-Charge Accounting Unit 
b. Transaction, Processing & Billing Services	N/A	N/A	N/A
c. Payroll & Remittance Services	N/A	N/A	GLENDA G. SANCHEZ Admin Asst. III (Computer Operator II) 
4 Professional and Institutional Development			
a. Scholarship Services	N/A	N/A	N/A
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE: a. Internal Affairs Office/Legal Affairs Office N/A N/A N/A N/A <input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)			
V CERTIFICATION I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.			
 FELIZARDO B. CAYATOC PENRO			

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region IV-B, PENRO, Puerto Princesa City
Sta. Monica, Puerto Princesa city

CLEARANCE FORM

PURPOSE : TO TRAVEL ABROAD FOR VACATION AND LEISURE TIME

JANUARY 13, 2023

Date of Filing

DENR-PENRO-PALAWAN

I hereby request clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation :
☐ Retirement ☐ Leave Please specify : _____

Date of Effectivity: FEBRUARY 15, 2023 TO APRIL 19, 2023

Office of Assignment: **CENRO QUEZON, PALAWAN**

Position/SG/Step: **PARK MAINTENANCE FOREMAN**

ANITA S. LLORCA
Name and Signature of Employee

CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

We hereby certify that this employee is cleared ☒ not cleared of work-related accountabilities from this Unit/Office/Dept.

WAMALAYDA S. TALABUCON
WAMALAYDA S. TALABUCON

Planning Officer III
Officer-In-Charge Mgt. Services Division
and Chief, Planning Section
Immediate Supervisor

FELIZARDO B. CAYATOC
FELIZARDO B. CAYATOC

Head of Office

CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
Administrative Services				
a. Supply and Property Procurement and Management Services			DONNABEL J. OCAMPO Administrative Officer I (Supply Officer I)	<i>[Signature]</i> 1/13/23
b. Human Resource Welfare & Assistance			MAILAH L. REGALADO Administrative Officer IV (HRMO II)	<i>[Signature]</i>
c. Agency-accredited Union/Cooperative Palawan DENR Employees Multipurpose Cooperative (PADEMCO)			JOHNNY P. LILANG Manager	<i>[Signature]</i>
Library				
a. Legal Office Library	N/A	N/A	N/A	N/A
b. Library Services	N/A	N/A	N/A	N/A
Finance and Assets Management				
a. Finance Services			CATHY R. FLORES Accountant I In-Charge Accounting Unit	<i>[Signature]</i>
b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
c. Payroll & Remittance Services			GLENDA G. SANCHEZ Admin Asst. III (Computer Operator II)	<i>[Signature]</i>
4 Professional and Institutional Development				
a. Scholarship Services	N/A	N/A	N/A	N/A

CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office N/A N/A N/A N/A

☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)


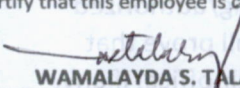
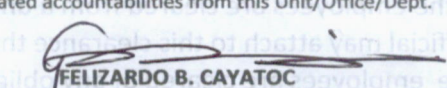
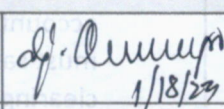
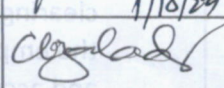
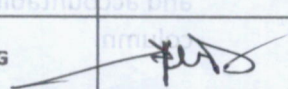
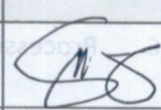
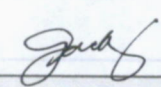
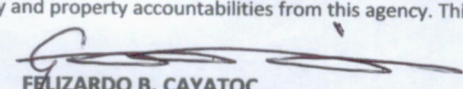
CERTIFICATION

I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.

FELIZARDO B. CAYATOC
FELIZARDO B. CAYATOC
PENRO

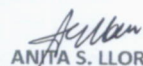
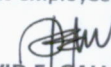
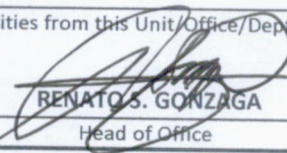
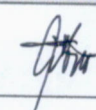

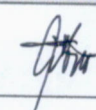

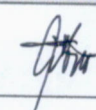

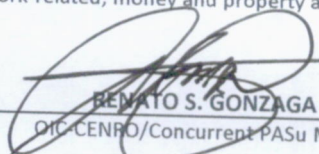
Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region IV-B, PENRO, Puerto Princesa City
Sta. Monica, Puerto Princesa city

CLEARANCE FORM

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Office of Assignment: <u>CENRO QUEZON, PALAWAN</u> Position/SG/Step: <u>PARK MAINTENANCE FOREMAN</u>				 ANITA S. LLORCA Name and Signature of Employee	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
<input type="checkbox"/> We hereby certify that this employee is cleared <input type="checkbox"/> not cleared of work-related accountabilities from this Unit/Office/Dept.					
 WAMALAYDA S. TALABUCON Planning Officer III Officer-In-Charge Mgt. Services Division and Chief, Planning Section Immediate Supervisor			 FELIZARDO B. CAYATOC Head of Office		
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department		Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services					
a. Supply and Property Procurement and Management Services				DONNABEL J. OCAMPO Administrative Officer I (Supply Officer I)	 1/18/23
b. Human Resource Welfare & Assistance				MAILAH L. REGALADO Administrative Officer IV (HRMO II)	
c. Agency-accredited Union/Cooperative Palawan DENR Employees Multipurpose Cooperative (PADEMCO)				JOHNNY P. LILANG Manager	
2 Library					
a. Legal Office Library		N/A	N/A	N/A	N/A
b. Library Services		N/A	N/A	N/A	N/A
3 Finance and Assets Management					
a. Finance Services				CATHY R. FLORES Accountant I In-Charge Accounting Unit	
b. Transaction, Processing & Billing Services		N/A	N/A	N/A	N/A
c. Payroll & Remittance Services				GLENDA G. SANCHEZ Admin Asst. III (Computer Operator II)	
4 Professional and Institutional Development					
a. Scholarship Services		N/A	N/A	N/A	N/A
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Office/Legal Affairs Office		N/A	N/A	N/A	N/A
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
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 FELIZARDO B. CAYATOC PENRO					

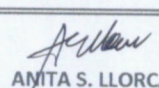
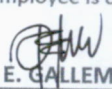
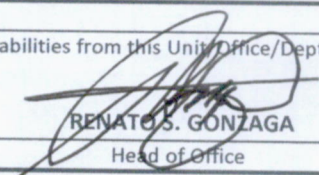
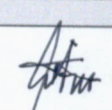
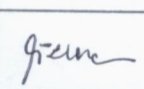
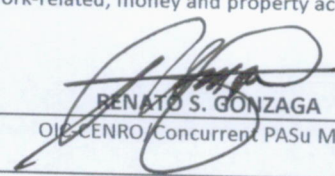
Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES
National Highway, Brgy. Alfonso XIII, Quezon, Palawan

CLEARANCE FORM

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JANUARY 9, 2023 Date of Filing																																																																									
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Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES
National Highway, Brgy. Alfonso XIII, Quezon, Palawan

CLEARANCE FORM

I PURPOSE: FOR TRAVEL ABROAD FOR VACATION AND LEISURE TIME					
				JANUARY 9, 2023 Date of Filing	
TO: DENR-CENRO QUEZON, PALAWAN					
I hereby request clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer		<input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation :			
<input type="checkbox"/> Retirement		<input checked="" type="checkbox"/> Leave Please specify : _____			
Date of Effectivity: FEB. 15, 2023 TO APR. 19, 2023					
Office of Assignment: CENRO QUEZON, PALAWAN		 ANITA S. LLORCA Name and Signature of Employee			
Position/SG/Step: PARK MAINTENANCE FOREMAN/8/1					
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this employee is cleared / not cleared of work-related accountabilities from this Unit/Office/Dept.					
 DAVID E. GALLEMA, JR. Immediate Supervisor		 RENATO S. GONZAGA Head of Office			
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department		Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services					
a. Supply and Property Procurement and Management Services		✓		MYRNA T. LIBAO PARK MAINTENANCE FOREMAN (Acting Property Custodian)	
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c. Records		✓		CHARLENE F. LLORCA ADMINISTRATIVE OFFICER I (Records Officer)	
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b. Library Services		N/A	N/A	N/A	N/A
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a. Finance Services		N/A	N/A	N/A	N/A
b. Transaction, Processing & Billing Services		N/A	N/A	N/A	N/A
c. Payroll & Remittance Services		N/A	N/A	N/A	N/A
4 Professional and Institutional Development					
a. Scholarship Services		N/A	N/A	N/A	N/A
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Office/Legal Affairs Office		N/A	N/A	N/A	N/A
<input type="checkbox"/> with pending administrative case					
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Date of Effectivity: **FEB. 15, 2023 TO APR. 19, 2023**

Office of Assignment:

CENRO QUEZON, PALAWAN

Position/SG/Step:

PARK MAINTENANCE FOREMAN/8/1

ANITA S. LLORCA

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OIC-CENRO/Concurrent PASu MMPL

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
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RENATO S. GONZAGA

QC-CENRO/Concurrent PASu MMPL

HRDS-PAD
Form No. 08
(Revised, January 2015)

**APPLICATION FOR AVAILMENT OF
COMPENSATORY TIME-OFF (CTO)**



Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Sta. Monica, Puerto Princesa City

Name of Employee:

ANITA S. LLORCA

Position:

FOREST TECHNICIAN I

Office:

DENR-CENRO Quezon, Palawan

Bureau:

Date of Filing:

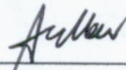
January 9, 2023

DETAILS OF APPLICATION

Number of Hours Applied for
8 hours

Inclusive Date/s
February 15, 2023

Requested by:



Signature of Applicant

Recommending Approval by:

On travel:

ENGR. ROSITA F. CASTULO

Development Management Officer IV

DETAILS OF ACTION OF APPLICATION

**CERTIFICATION OF COMPENSATORY OVERTIME
CREDITS (COC)**

as of February 15, 2023

Number of Hours Earned: 0



MAILAH D. REGALADO

Administrative Officer IV/HRMO

APPROVAL


☐ Approval

☐ Disapproval due to



RENATO S. GONZAGA


OIC-CENRO/ Concurrent PASu MMPL
Head of Office

1. The CTO may be availed of in blocks of four (4) or eight (8) hours.
2. The employee may use the CTO continuously up to a maximum five (5) consecutive days per single availment, or on staggered basis within the year.
3. The employee must first obtain approval from the head of office regarding the schedule of availment of CTO.
4. Attach approved Certificate of COC Earned (prescribed form under Joint CSC-DBM Circular No. 2, series of 2004) for validation purposes.


RENATO S. GONZAGA
Head of Office

Valid Until: September 17, 2023


RENATO S. GONZAGA
Head of Office


MAILAH L. REGALADO
HRMO

[Back](#)

HRDS-PAD
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**APPLICATION FOR AVAILMENT OF
COMPENSATORY TIME-OFF (CTO)**



Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Sta. Monica, Puerto Princesa City

Name of Employee:

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Position:

FOREST TECHNICIAN I

Office:

DENR-CENRO Quezon, Palawan

Bureau:

Date of Filing:

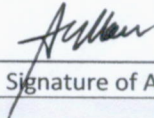
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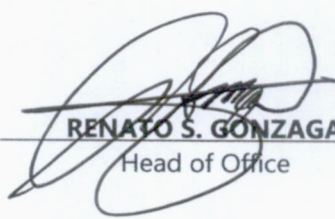
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Certificate of COC Earned

This certificate entitles Mr./Ms. ANITA S. LLORCAX to

8 hours of Compensatory Overtime Credits.
(number of hours)


RENATO S. GONZAGA
Head of Office

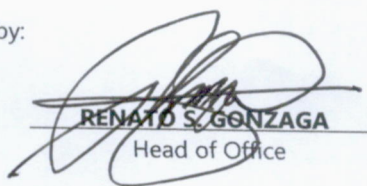
Date Issued: September 17, 2022

Valid Until: September 17, 2023

Front

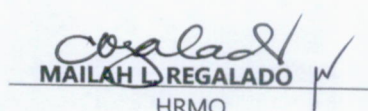
No.. of Hours of Earned COCs/Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks
8	September 17, 2022	8	0	

Approved by:


RENATO S. GONZAGA
Head of Office

Date

Claimed by:


MAILAH L. REGALADO
HRMO

Date

Back

HRDS-PAD
Form No. 08
(Revised, January 2015)

**APPLICATION FOR AVAILMENT OF
COMPENSATORY TIME-OFF (CTO)**



Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Sta. Monica, Puerto Princesa City

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Office:
DENR-CENRO Quezon, Palawan

Bureau:

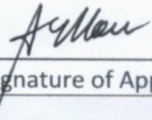
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DETAILS OF APPLICATION

Number of Hours Applied for
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Inclusive Date/s
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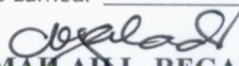
Development Management Officer IV

DETAILS OF ACTION OF APPLICATION

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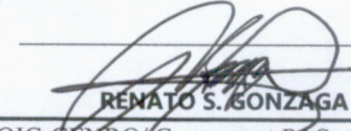

MAKAB L. REGALADO

Administrative Officer IV/HRMO

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☐ Approval

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RENATO S. GONZAGA

OIC-CENRO/ Concurrent PASu MMPL
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Activity
Date/Time
Venue

International Coastal Clean Up

Sept 17, 2023

Barrio Villa Esperanza to Talon, Quezon, Palawan

ATTENDANCE SHEET

16.	ELANY P. SANICO	F	ALFONSO XII, QUEZON, PAL	0957954119	
17.	Ramona S. Castillo	M	do	0966963924	
18.	C. Medina	M	do		
19.	ESMAEL M. GONZALEZ	M	ALFONSO XII, QUEZON, PAL		
20.	ARITA S. LORON	F	ALFONSO XII, QUEZON, PAL	0968346825	
21.	BARTOLAR A. ROGEL	M	ALFONSO XII, QUEZON, PAL	0935097025	
22.	EDGAR H. PENIZADER	M	ALFONSO QUEZON PAL	0909207149	
23.	LIBRO, MYRNA	F	do	09164520320	
24.	BOLANTE A. HENRY	M	do		
25.	ANGEL V. BALCONO	M	do	0938333459	
26.	ZORMA D. TRAMPA	F	do	091920684	
27.	MEROY A. SANTOS	F	ALFONSO XII, QUEZON	09662634779	
28.	KRISTEN LY SOLANO	M	ALFONSO XII, QUEZON	09299787270	
29.	Aray Solen Sanchez	F	Alfonso XII		
30.	Aray Calleen Sanchez	F			
31.	JUSTIN MARCIAL LIBAO	M	do		



Activity
Date/Time
Venue

International Coastal Clean Up

Sept 17, 2023

Shoreline Villa Esperanza to Tabon, Quezon, Palawan

ATTENDANCE SHEET

16.	ELANY P. SANICA	F	ALFONSO XII, QUEZON PAL	0957957119	
17.	Ramos S. Castillo	M	— DO —	0966963824	
18.	C. Medina	M	DOKE PX.		
19.	ESMAEL M. GARCIA	M	ALFONSO XII QUEZON PAL		
20.	ANITA S. LORON	F	ALFONSO XII, QUEZON, PAL.	0908305825	
21.	BAITZAR A. ROGEL	M	ALFONSO XII QUEZON PAL	0935097025	
22.	EDGAR H. PENIZADER	M	ALFONSO QUEZON PAL.	0909207149	
23.	LIBAO, MYRNA	F	— DO —	09164520320	
24.	BOLANTE A. HENRY	M	DO		
25.	ANGEL V. BALONAO	M	— DO —	0938323459	
26.	ZIRMA D. GARCIA	F	— DO —	091920644	
27.	MEROY A. SANTOS	F	ALFONSO XII, QUEZON	09662634734	
28.	KURTEN W. SORIANO	M	ALFONSO XII, QUEZON	09299787270	
29.	Aray Solem Sanchez	F	ALFONSO XII		
30.	Aray Calleen Sanchez	F			
31.	JUSTIN MARCIAL LIBAO	M	— DO —		



Activity
Date/Time
Venue

International Coastal Clean Up

Sept 17, 2023

Shoreline Villa Esperanza to Tabon, Quezon, Palawan

ATTENDANCE SHEET

16.	ELIAN P. SANIC	F	ALFONSO XII, QUEZON, PAL	0951957118	
17.	Ramos S. Castillo	M	— DO —	0966963724	
18.	C. Medina	M	DOKE PX		
19.	ESMAEL M. GONZALEZ	M	ALFONSO XII QUEZON PAL		
20.	ARITA S. LLOREN	F	ALFONSO XII, QUEZON, PAL	0908304525	
21.	BATAZAR A. ROGEL	M	ALFONSO XII QUEZON PAL	0935097025	
22.	EDGAR H. PENIZABET	M	ALFONSO QUEZON PAL	0909201719	
23.	LIBAO, MYRNA	F	— DO —	09164120320	
24.	BOLANTE A. HENRY	M	DO		
25.	ANGEL V. BALCONO	M	— DO —	0938333459	
26.	ZIRMA D. TRAMPET	F	— DO —	09921164	
27.	MERCY A. SANTOS	F	ALFONSO XII, QUEZON	09162634791	
28.	KRISTEN LY SORAN	M	ALFONSO XII, QUEZON	09299787230	
29.	Aray Solem Sanchez	F	ALFONSO XII		
30.	Aray Calleen Sanchez	F			
31.	JUSTIN MARCIAL LIBAO	M	DO		



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SEP 14 2022

SPECIAL ORDER
No. 2022 - 660

SUBJECT: AUTHORIZING THE CONDUCT OF 2022 INTERNATIONAL COASTAL CLEANUP (ICC) DAY ON SEPTEMBER 17, 2022

In the interest of the service and pursuant to Presidential Proclamation No. 470, Series of 2003, the observance of the 2021 International Coastal Cleanup (ICC) Day on **September 17, 2021**, Saturday with the theme *"Fighting for Trash Free Seas – Pilipinas: Ending the Flow of Trash at the Source"* is hereby authorized.

The DENR officials and employees from the Central Office, Regional Offices, Bureaus, and Attached Agencies are authorized to participate in the said event. In view thereof, the DENR Regions and implementing partners are directed to celebrate the ICC Day 2022 following these guidelines:

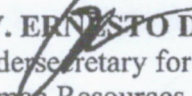
1. The use of the attached ICC official logo, banner and shirt design in the production of all collaterals in the conduct of ICC Day;
2. Coordinate with other concerned national agencies, academe, NGOs, POs and other partners for the promotion and awareness raising of this year's ICC theme;
3. Issue Regional Special Orders relevant to this celebration within their respective areas of jurisdiction with proper observance of protocols under this COVID-19 state; and
4. During the clean-up, the data cards will be distributed and to be accomplished by the participants/volunteers. **Assigned Coordinator** per area will collect the accomplished data cards for consolidation using the ICC Google Forms to be provided by BMB with instructions.

Attendance to the abovementioned activity shall be considered an official time. Employees attending the event who will incur official time in excess of 22 days for this month shall be entitled to compensatory offsetting privilege to be used within the year, equivalent to the incurred excess in official time for the month of this event.

Expenses to be incurred in the ICC Day including but not limited to supplies and materials shall be charged against respective DENR offices' funds. Other related and incidental expenses in the implementation of the activity at the national level shall be charged against BMB – CMEMP fund, subject to the usual accounting and auditing rules and regulations.

All regional offices shall submit a report consolidating data gathered during the ICC Day fifteen (15) days after the activity to the Coastal and Marine Division of the Biodiversity Management Bureau for national consolidation and submission to the Philippine Coordinator for Ocean Conservancy. A consolidated report shall be submitted by the BMB to the undersigned fifteen (15) days upon the completion of regional reports.

This Order takes effect immediately.


ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs





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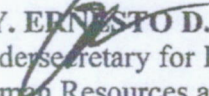
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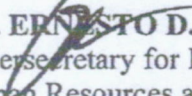
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