

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: <u>penropalawan@denr.gov.ph</u> TelFax No. (048) 433-5638/ 434-8791

January 10, 2023

INCOMING

MIMAROPA RECORDS SECTION

TI OUTGOING

DATS NO.

2 3 JAN 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.

HELIZARDO B. CAYATOC



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

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For her information, consideration and approval.

ELIZARDO B. CAYATOC



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.



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.

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Sta. Monica, Puerto Princesa City

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REQUEST FOR A TRAVEL AUTHORITY TO DUBAI & ABUDHABI OF PARK MAINTENANCE FOREMAN ANITA

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For your information, consideration and approval.



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.

−fgllav√ ANITA S. LLORCA



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 DUBAL&

ABUDHABI ON FEBRUARY 15, 2023 TO APRIL 18, 2023.

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

APPLICATION FOR LEAVE

✓ 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. 1998, 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. 2005) ✓ Rehabilitation Privilege (Sec. 55, 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: C NUMBER OF WORKING DAYS APPLIED FOR 44 days INCLUSIVE DATES February 15 - April 19, 2023	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 Terminal Leave D COMMUTATION		
 ✓ 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 (RA No. 11210 / IRR issued by CSC, DOLE and SSS) Paternity Leave (RA 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 (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: C NUMBER OF WORKING DAYS APPLIED FOR 44 days INCLUSIVE DATES February 15 - April 19, 2023 7. DETAILS OF ACTION OF A CERTIFICATION OF LEAVE CREDITS As December 31, 2022 Vacation Leave Sick Leave Total Earned 23,631 66,98 Less this application 	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) □ Completion of Master's Degree □ BAR/Board Examination Review Other purpose: □ Monetization of Leave Credits □ Terminal Leave D COMMUTATION		
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Total Earned 23.631 66.98 Less this application 23 0			
A CERTIFICATION OF LEAVE CREDITS As December 31, 2022 Vacation Leave Sick Leave Total Earned 23.631 66.98 Less this application 23 0	□ Not Requested □ Requested ###################################		
A CERTIFICATION OF LEAVE CREDITS As December 31, 2022 Vacation Leave Sick Leave Total Earned 23.631 66.98 Less this application 23 0	(Signature of Applicant)		
As December 31, 2022 Vacation Leave Sick Leave Total Earned 23.631 66.98 Less this application 23 0	APPLICATION		
Vacation Leave Sick Leave Total Earned 23.631 66.98 Less this application 23 0	B RECOMMENDATION D For approval		
mala d	For disapproval due to		
MalDal L. REGALADO	DONNA MAYOR-GORDOVE, CESO IV		
Administrative Officer IV(HRMO II)	Assistant Regional Director for Management Services		
C APPROVED FOR: 27 days with pay (VL) 3 (SPL) 1 (CTO) days without pay others (Specify)	D DISAPPROVED DUE TO:		
LORMELYN E. CLAUDIO,			



Republic of the Philippines Provincial Environment and Natural Resources Sta. Monica, Puerto Princesa City

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT		2. NAME:	(Last) (F	First) (Middle)				
CENRO Quezon, P	alawan	LLOF	CA ANITA	SALAMAGOS				
DATE OF FILING Janua	ry 9, 2023	4. POSITION _	Park Maintenance Forem	an 5. SALARY *19,744.00				
	erfmont à 5) qu' -	6. DETAILS	OF APPLICATION	Monte et 46 Metal - pedesamer - Beer Lysics				
.A TYPE OF LEAVE TO BE	AVAILED OF	recolorent ev cept wh	6.B DETAILS OF	LEAVE				
☑ Vacation Leave (Sec. 51, Ru	e XVI, Omnibus Rules Imple	ementing E.O. No. 292)	In case of Vaca	tion/Special Privilege Leave:				
☐ Mandatory/Forced Leave	Sec. 25, Rule XVI, Omnib	ous Rules Implementing E.O. N	292) Within the P	hilippines				
Sick Leave (Sec. 43, Rule XVI.	Omnibus Rules Implement	ting E.O. No. 292)	☑ Abroad (Spe	ecify)				
☐ Maternity Leave (R.A. No. 1	1210 / IRR issued by CSC, I	DOLE and SSS)	In case of Sick	Leave:				
Paternity Leave (R.A. No. 81	87 / CSC MC No. 71, s. 199	98, as amended)	☐ In Hospital (Specify Illness)				
☐ Special Privilege Leave	Sec. 21, Rule XVI, Omnibus	s Rules Implementing E.O. No.	92) Out Patient ((Specify Illness)				
☐ Solo Parent Leave (RA No.	8972 / CSC MC No. 8, s. 2	(004)	when four most muster	attervolging in qui yantaloegime Loft ad lie tea				
Study Leave (Sec. 68, Rule X)	/I, Omnibus Rules Impleme	nting E.O. No. 292)	In case of Spec	ial Leave Benefits for Women:				
☐ 10-Day VAWC Leave (RA			(Specify Illness)					
Rehabilitation Privilege			92)	dentify inside ' + 108 days				
☐ Special Leave Benefits f			In case of Study	y Leave:				
☐ Special Emergency (Cal			☐ Completion	Completion of Master's Degree				
Adoption Leave (R.A. No. 85			_	□ BAR/Board Examination Review				
took on bur pur pur			Other purpose:	and the second s				
Others:				☐ Monetization of Leave Credits				
			the same block broken	☐ Terminal Leave				
.C NUMBER OF WORKING	DAYS APPLIED	FOR	6.D COMMUTATION	ON				
44 days			☐ Not Request					
INCLUSIVE DATES	erjoned of this is vi-	ed bene ecco. or	TO PURE CARDON DITOR	Requested Ayllus				
February 15 - April 19,	2023		with year interles					
ad of Visingle assumman	I to possible of the	P Transit button		(Signature of Applicant)				
barotta off in places	7.	DETAILS OF AC	TION ON APPLICATIO	ÍN				
A CERTIFICATION OF LEA	AVE CREDITS	relieg to notion (al.)	7.B RECOMMEND	DATION				
As Dec	ember 31, 2022	s consignation reas	☐ For approval	adment a er que l'eves l'obde				
	Vacation Leave	Sick Leave	☐ For disappro	oval due to				
Total Earned Less this application	23.631	66.98	p synchrone day pass	CHOOL CONTRACTOR OF THE CONTRA				
Balance	0.631	66.98		The second of th				
6	welad	Tayon Isrlame T	taty upon, the wenter a file	u stati be vied un advence on i'mts u				
WAYAH D REGALADO			DO	NNA MAYOR-GORDOVE, CESO IV				
Administ	rative Officer IV(H	RMO II)	Assistant Regi	ional Director for Management Services				
.C APPROVED FOR:	s halle oveni sodge	· Aconcation for Box	7.D DISAPPROVI	ED DUE TO:				
days with pay (VL) 3 (SPL) 1 (CT	ΓΟ)	e barancay or the court.	disciplination of the form of the latest and the				
others (Specify			specarion or en artis.	COST TOTAL TRANSPORT OF THE STATE OF THE STA				
		LORMELYN E.	LAUDIO, CESO IV					



REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: ANITA S. LLORCA	1
Plantilla Position/Designation: Park Main	ntenance Foreman
Plantilla Assignment: <u>DENR – MIMARO</u>	OPA Region (CENRO Quezon, Palawan)
Present Station: CENRO Quezon, Palaw	<u>an</u>
Office Address: Alfonso XIII, Quezon, I	Palawan
Contact Number: <u>0905-341-3525</u> En	nail Address: anitasllorca143@gmail.com
Duration of travel: February 15 – April	19, 2023
Destination: <u>Dubai Countries</u>	
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 a	uthority :
hereby certify that absence will not hamper of	operational efficiency of the office.:
Name of certifying officer	OIC, CENRO & Concurrent PASu MMPL Position/Designation
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

REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: ANITA S. LLORCA
Plantilla Position/Designation: Park Maintenance Foreman
Plantilla Assignment: <u>DENR – MIMAROPA Region (CENRO Quezon, Palawan)</u>
Present Station: CENRO Quezon, Palawan
Office Address: Alfonso XIII, Quezon, Palawan
Contact Number: <u>0905-341-3525</u> Email Address: <u>anitasllorca143@gmail.com</u>
Duration of travel: February 15 - April 19, 2023
Destination: <u>Dubai Countries</u>
Purpose: (please check)
✓ Vacation □ Pilgrimage/Religious activity □ Tour □ Medical purpose □ Others :
Type of Leave of Absence: <u>Vacation Leave</u> Duration: <u>Feb. 15 – April 19, 2023</u>
Clearance required?
hereby certify that absence will not hamper operational efficiency of the office.: RENATO S. GONZAGA OIC, CENRO & Concurrent PASu MMPL
Name of certifying officer Position/Designation
hereby endorse the herein request.
Name of head of office Regional Executive Director Position/Designation

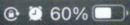
CERTIFIED BY:

MA. CRISTINA C. RENDORIO

Chief, Personnel Section Focal Person on Personal Travel Authority /bah 01/06/2023







Done ANITA LLORCA_ITINERARY PPS -...



cebu pacific

Itinerary Receipt

Print Itinerary

cebu pacific

• Print Itinerary

Confirmed

Thank you. Your transaction was successful.

BOOKING REFERENCE NO.

January 4, 2023

NM15XK

Flight Details

PPS - MNL

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

FLIGHT NO. 5J 642 DEPARTURE

Puerto Princesa

Puerto Princesa International Airport

15 Feb 2023 11:00 PM

ARRIVAL

Ninoy Aquino International Airport - Terminal 3

Flight operated by: 🔶 Cebu Pacific 🗼 Cebgo

Guest Details

MS. ANITA LLORCA

FLIGHT

PPS - MNL

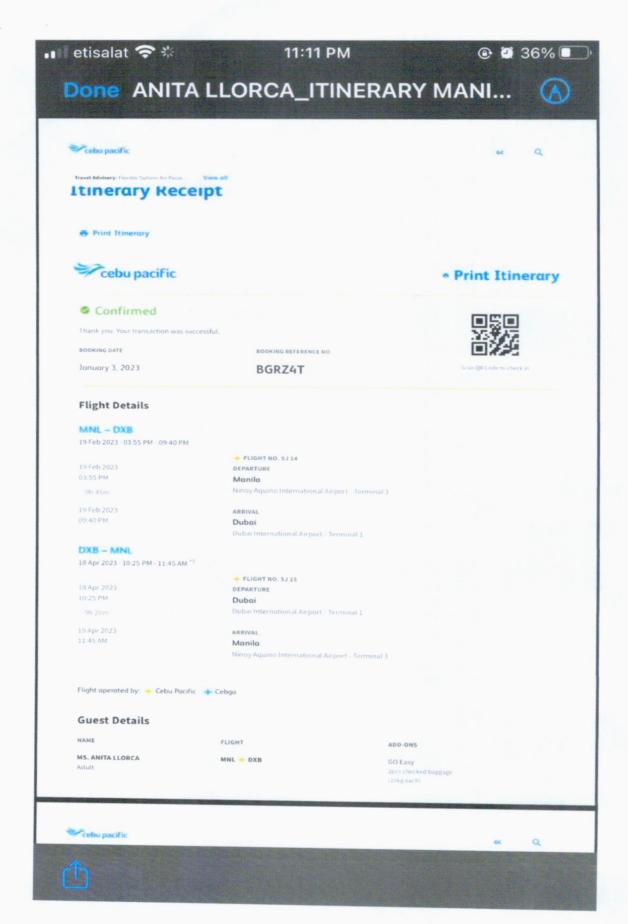
ADD-ONS

All flights

The following are applied across all flights

cebu pacific

Q



Done ANITA LLORCA_ITINERARY PPS -...





Itinerary Receipt





• Print Itinerary

Confirmed

Thank you. Your transaction was successful.

BOOKING REFERENCE NO.

NM15XK

Flight Details

January 4, 2023

PPS - MNL

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

15 Feb 2023 09:25 PM

15 Feb 2023

FLIGHT NO. 5J 642

Puerto Princesa

Puerto Princesa International Airport

ARRIVAL

Ninoy Aquino International Airport - Terminal 3

Flight operated by: 🔶 Cebu Pacific 👍 Cebgo

Guest Details

MS. ANITA LLORCA

Adult

FLIGHT

PPS - MNL

ADD-ONS

2pcs checked baggage Seat: 21F

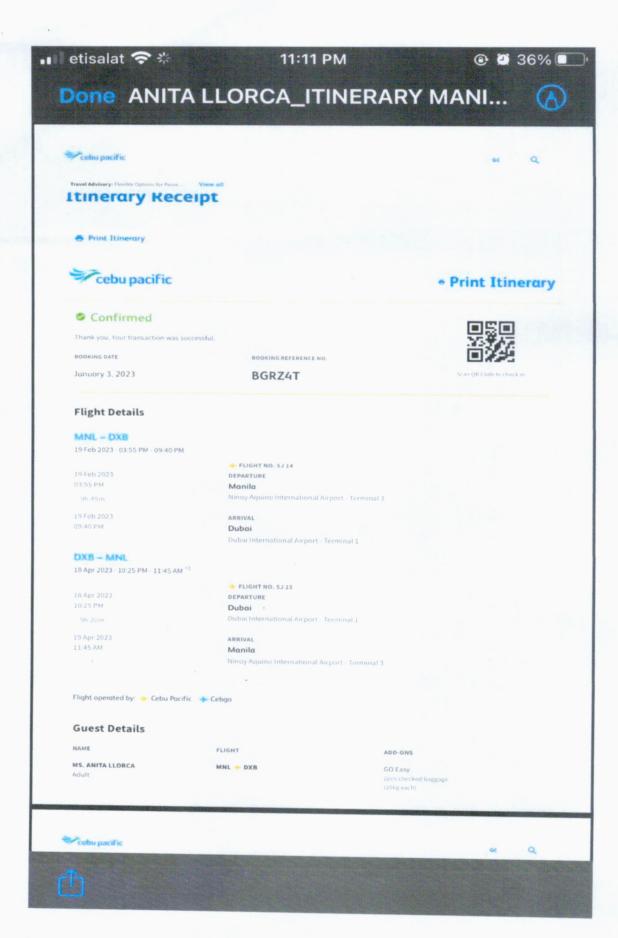
All flights

The following are applied across all flights

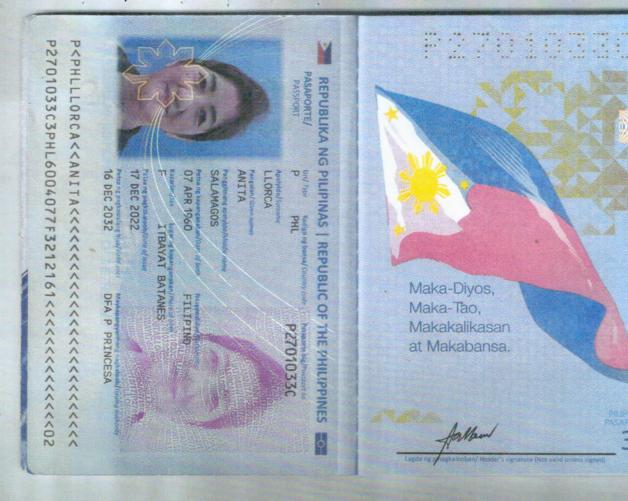
cebu pacific







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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES MIMAROPA REGION

1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

	PURPOSE: FOR TRAVEL ABROAD FOR	VACATION	& LEISUR	E TIME	Simare
				m in quadruplicate.	this for
0	Effectivity/Inclusive Period: DENR MIMAROPA REGION I hereby apply for clearance from money, pr Purpose: ☐ Transfer ☐ Resignat ☐ Retirement ☐ Leave FEBRUARY 18	tion	vork-relate Other Pleas	Mode of Separation:	
	a claudifice/department, the	- 111111	Therese .	1 1/1	
Off	Position/SG/Step: DENR-CENRO Quezon, Park Maintenance Foreman-S	eevolem	ay at it the e if an	ANTA S. LLORC Name and Signature of E	
	CLEARANCE FROM WORK-RELATED ACCOUN			hefore affixing their sign	column
	We hereby certify that this applicant is cleared of a month sell-ytilidatriuooos be is aidt of dosits lisata isloiffo be event seel-olgries edit tedt evong odd particular reminus confito usd. CLEARANCE FROM MONEY AND PROPERTY A		L Assis		4, If the unit/off
-	Name of Unit/Office/Department	Cleared	Not	Name of Clearing Officer/Official	Cianotus
	Administration Sector	Cicarea	Cleared	Hame of Clearing Officer/Official	Signature
	a. General Services Section	ments a	eniupen	ELIZABETH B. DE OÑO OIC Chief, General Services Section	have o
	b. Records Section	3. THEY	ошо в	MICHELLE B. TUYAN OIC Chief, Records Section/AO I	"Clean
	c. Personnel Section wollchas engages	pev Jage	ies of	MA. CRISTINA C. RENDORIO Chief, Personnel Section	5. The HR
	Finance and Assets Management	idt of he	attaca	ed of etecilare to be	the em
	a. Accounting Section	opy to ac	ourih ci	NAZAR NORMAN S. CORTUNA Chief, Accounting Section	nemun
	b. DENREU sindicaled and b. DENREU	wollet lie	ate shi	JOCELYN A. SARILE DENREU President/Engr. IV	6, Proces
	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	
	Professional and Institutional Development				
	a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
	CERTIFICATION OF NO PENDING ADMINISTRAT	TIVE CASE:			
	a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
	with pending administrative case with ongoing investigation (no formal contents)	al charge yet			
	CERTIFICATION				
	LOR	MELYN E. C	LAUDIO,	CESO IV	

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES MIMAROPA REGION

1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

	PURPOSE: FOR TRAVEL ABROAD FOR		X ELIOON		not sint
0	: DENR MIMAROPA REGION I hereby apply for clearance from money, pr Purpose: ☐ Transfer ☐ Resignar ☐ Retirement ☐ Leave Effectivity/Inclusive Period: FEBRUARY 18	tion	ork-relate Other Pleas	Mode of Separation:	
_	United the oldepartment, the	5, 2020 TO A	13, 20	CALL CONTRACTOR OF THE PROPERTY OF THE PROPERT	
Off	Position/SG/Step: DENR-CENRO Quezon, Park Maintenance Foreman-S	eevolan	ay at it the c if an	ANITA S. LLORC Name and Signature of E	a last a track the last and the
	CLEARANCE FROM WORK-RELATED ACCOUNT We hereby certify that this applicant is cleared of	ITABILITIES	actutor	hetere attixing insir sign	oolumn
			Assis	DONNA MAYOR-GORDOVE, CES tant Regional Director for Managemen	4. If the unitotti
	Name of Unit/Office/Department	Cleared	Not	Name of Clearing Officer/Official	Signature
	Administration Sector	t naihac	Cleared	niv sinn fals clearance	Odellin
	a. General Services Section	ments a	equire	ELIZABETH B. DE OÑO OIC Chief, General Services Section	have o
	b. Records Section	THEY THEY	MILIO E	MICHELLE B. TUYAN OIC Chief, Records Section/AO I	"Cleare
	c. Personnel Section Wolfol as eansyselo	pev Jaga	to asi	MA. CRISTINA C. RENDORIO Chief, Personnel Section	5. The HF
_	Finance and Assets Management	adt at he	attach	plovee; duplicate to be	me ent
_	a. Accounting Section	ppy to ac	o dhuc	NAZAR NORMAN S. CORTUNA Chief, Accounting Section	huntan
_	b. DENREU Solidar redimum to rebro edit	wollol lis	ate sh	JOCELYN A. SARILE DENREU President/Engr. IV	6. Process
	c. DREAMC			Chairman DDEAMO	
	d. PROJECT H.O.P.E			Chairman, DREAMC 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	
	Professional and Institutional Development				
	a. DENR Foreign and Local Scholarship			EDNA A. TARROSA	
	CERTIFICATION OF NO PENDING ADMINISTRAT	TIVE CASE:		Chief, Human Resource Development	
	2 Logal Division			ATTY. GANDHI G. FLORES	
	a. Legal Division with pending administrative case			Chief, Legal Division	
	with ongoing investigation (no formal	al charge yet)			
T	CERTIFICATION	ar charge yet)			
	LOR	MELYN E. C	LAUDIO,	CESO IV	

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES MIMAROPA REGION

1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

	PURPOSE: FOR TRAVEL ABROAD FOR	VACATION 8	& LEISUR		State Sold
					101 21117
0	I hereby apply for clearance from money, property Resigna	roperty and w	work-relate		
	Effectivity/Inclusive Period: FEBRUARY 1	5, 2023 TO A	PRIL 19, 20	023	4 31 0
Offi	ce of Assignment: DENR-CENRO Quezon, Proposition/SG/Step: Park Maintenance Foreman-S	eeyolam	ay at	ANTA S. LLORCA Name and Signature of Ea	
	CLEARANCE FROM WORK-RELATED ACCOUNT	ITABILITIES	bourter	before affixing their sign	amulao
	We hereby certify that this applicant is cleared of some solity in the solity of the s		Assis	employees appear to	4 If the unit/offi
1	CLEARANCE FROM MONEY AND PROPERTY A		BILITIES	ary action/s that the em	necess
	Name of Unit/Office/Department Administration Sector	Cleared	Cleared	Name of Clearing Officer/Official	Signature
	a. General Services Section	ments a	equire	ELIZABETH B. DE OÑO OIC Chief, General Services Section	have c
	b. Records Section	(SITT	Dirio ii	MICHELLE B. TUYAN OIC Chief, Records Section/AO I	"Cleare
	c. Personnel Section World an eons real	bev Jaar	es of a	MA. CRISTINA C. RENDORIO Chief, Personnel Section	5 The HR
	Finance and Assets Management	arth of be	attache	ployee: duplicate to be	ine en
_	a. Accounting Section	py to ac	ourth co	NAZAR NORMAN S. CORTUNA Chief, Accounting Section	human
_	b. DENREU SUIDILI SEMILINI TO 19010 SILL	wollol III	ate sha	JOCELYN A. SARILE DENREU President/Engr. IV	6. Proces
	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 Professional and Institutional Development			GRACIANO S. CASTRO General Manager	
	and modulational Development				
	a. DENR Foreign and Local Scholarship			EDNA A. TARROSA Chief, Human Resource Development	
	CERTIFICATION OF NO PENDING ADMINISTRAT	TIVE CASE:		, service of the control of the cont	
i	a. Legal Division			ATTY. GANDHI G. FLORES Chief, Legal Division	
_	with pending administrative case with ongoing investigation (no form	al charge yet)			
10	CERTIFICATION	MELYN E. C Regional Exe	LAUDIO,	CESO IV	

C3 Form No.7 Series of 2018

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

PURPOSE: TO TRAVEL ABROAD FOR VACATION AND LEI	SURE TIME			
			JANUARY 13, 20	123
TO. DENID DENIDO DALAMAN			Date of Filing	
TO: DENR-PENRO-PALAWAN	and the second	Lbatara	es who are retiring. For astilic	
I hereby request clearance from money, property a			offices for.	
Purpose: Transfer 50910 H512 931920		gnation	Other Mode of Separation :	
Retirement	Leav	/e	Please specify:	this form
Date of Effectivity: FEBRUARY 15, 2023 TO APR	IL 19, 2023			
Office of Assignment: CENRO QUEZON, PALAWAN	fore payir	Ished be	Serlber	2 This clear
Position/SG/Step: PARK MAINTENANCE FOREMAN			Name and Signature of Em	ployee 69
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES			/	
We hereby certify that this employee incleared	not cleared o	f work-relat	ed accountabilities from this Unit/Office	/Dept.
WARRIANDA STALABUSCON				DINO -
WAMALAYDA S. TALABUCON Planning Officer III	r accounts	e douge	Head of Office	une emu
Officer-In-Charge Mgt. Services Division and Chief, Planning Section			the box under the "Cleaned" of	
Immediate Supervisor III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTA	RILITIES	206 09169	DISTURBLE CONTRACTOR DESCRIPTION OF THE CONTRACTOR OF THE CONTRACT	m9 9m n n
Name of Unit/Office/Department	datue Her	Not	David of Mark 1 and 1 form 1 for	ringes.
	Cleared	Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services	on helt par		Thui callo yest stall alla	1 100
a. Supply and Property Procurement and	Sir bits gin	A STATE OF THE PARTY OF THE PAR	DONNABEL J. OCAMPO	- 20 10 0000000000
Management Services	bith xod a	JI SOU DIE	Administrative Officer I	of territory
eone smen sight of galbaogserios	mercal	tidt nga	(Supply Officer I)	118/2
b. Human Resource Welfare & Assistance	quirments must a so	esary re a. They	MAILAH L. REGALADO Administrative Officer IV (HRMO II)	Coplas
c. Agency-accredited Union/Cooperative				nmi koz
Palawan DENR Employees Multipurpose Cooperative			JOHNNY P. LILANG	June
(PADEMCO) 2 Library			Manager	
SOURCE STATE OF THE STATE OF TH	838516912	309V01G0	Shall distribute copies of 8	The HKM
a. Legal Office Library 91 (15) (10) 01 9160 (10) (19)	JOV CN/A	N/A	e; duplicate A/Noe attached to	Volume N/A
b. Library Services	N/A	N/A	and fourth cays to account in	A/N unit file
3 Finance and Assets Management				
a. Finance Services	the order	wollet III	Accountant I	AS
b. Transaction, Processing & Billing Services	N/A	21/4	In-Charge Accounting Unit	
of Harisaction, Processing & Dilling Services	N/A	N/A	N/A	N/A
			GLENDA G. SANCHEZ Admin Asst. III	
c. Payroll & Remittance Services			(Computer Operator II)	Bury
4 Professional and Institutional Development			(somparer operator ii)	
a. Scholarship Services	N/A	N/A	N/A	N/A
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:		.,,		IN/A
a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
with pending administrative case			17/6	I N/A
with ongoing investigation (no fo		(at)		
V CERTIFICATION	ormal charge \	yet)		
- Jeekilliehilok	manayard			
I hereby certify that this employee is cleared of work-related, administrative case from this agency.	money and pr	operty acco		fication includes no pending
	4	-		
	FFLI	ZARDO B. C	AYATOC	
		PENRO		
			A SECTION AND A SECTION AND ASSESSMENT OF THE PERSON ASSESSMENT OF THE PERSON AND ASSESSMENT OF THE PERSON ASSESSMENT	Page 1 of 2

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

PURPOSE: TO TRAVEL ABROAD FOR VACATION AND LE	ISURE TIME			
			JANUARY 13, 20	23
DEAD DEADO DALAWAN			Date of Filing	
DENR-PENRO-PALAWAN I hereby request clearance from money, property a	and work-relate	ed accountab	pilities for	
	processes	gnation	Other Mode of Separation :	
Purpose: Transfer Retirement	Leav	- hann	Please specify:	
		re	riease specify.	
Date of Effectivity: FEBRUARY 15, 2023 TO AP	RIL 19, 2023			
te of Assignment: CENRO QUEZON, PALAWAN		SCHOOL HEER	fuller	
COLUMN TO ASSIGNMENT.	100000	Oldiw visc	ANITA S.LLORC	
Position/SG/Step: PARK MAINTENANCE FOREMAN	1		Name and Signature of Emp	oloyee
CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES	5		-	
We hereby certify that this employee is cleared	not cleared o	f work-relate	ed accountabilities from this Unit/Office	/Dept.
- setularen				Velotio
WAMALAYDA S. TALABUCON			FELIZARDO B. CAYATOC	seno anis
Planning Officer III			Head of Office	deda be a
Officer-In-Charge Mgt. Services Division and Chief, Planning Section			Collegio, with their year our	
Immediate Supervisor				
CLEARANCE FROM MONEY AND PROPERTY ACCOUNTA	ABILITIES	DE CYTES	THE LEASING OF SPECIFIC SERVICES.	transition +
Name of Unit/Office/Department	Cleared	Not	Name of Clearing Officer/Official	Signature
Administrative Services	100 000000	Cleared	site terris or your thinks terris stars	les such
sevalente wat house to divinitization	B 100 100		DONNABEL J. OCAMPO	- n
a. Supply and Property Procurement and	ata at a second or	es describe	Administrative Officer I	1 0 Q (V1110)
Management Services		A Company	(Supply Officer I)	og. au
			MAILAH L. REGALADO	00/
b. Human Resource Welfare & Assistance	steleaminh	91 V162	Administrative Officer IV	and
"baracio" null estima vi a septidati	logis Jaum	veid ricky	(HRMO II)	000000
c. Agency-accredited Union/Cooperative				a second
Palawan DENR Employees Multipurpose Cooperative			JOHNNY P. LILANG	penis
(PADEMCO) Library			Manager	
				T .
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				
hat called a damped of	tine order	er helde	CATHY R. FLORES	
a. Finance Services			Accountant I In-Charge Accounting Unit	15
b. Transaction, Processing & Billing Services	NI/A	NI/A		- Laure
b. Transaction, Processing & billing Services	N/A	N/A	N/A GLENDA G. SANCHEZ	N/A
			Admin Asst. III	(Bele)
c. Payroll & Remittance Services	and the same of the same		(Computer Operator II)	1 Port
Professional and Institutional Development			(composer operator ii)	
a. Scholarship Services	N/A	N/A	N/A	N/A
CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:	14/75	.4//	1970	I IV/A
a. Internal Affairs Office/Legal Affairs Office	N/A	N/A	N/A	N/A
with pending administrative cas		14/74	IN/M	N/A
• with ongoing investigation (no	formal charge y	ret)		
CERTIFICATION				
I hereby certify that this employee is cleared of work-related	, money and pr	operty accor	untabilities from this agency. This certifi	cation includes no pend
administrative case from this agency.			\	
	BEL12	ARDO B. C	AYATOC	
	T.L.	PENRO		
				Page 1 of 2

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

PURPOSE: TO TRAVEL ABROAD FOR VACATION AND LE	ISURE TIME			
			JANUARY 13, 20	23 008 18/1
DEND BENDO DALAWAN			Date of Filing	
 DENR-PENRO-PALAWAN I hereby request clearance from money, property a 	and work-relate	ad accountal	pilities for annihilan are only sa	
Purpose: Transfer 80010 llade 30002d		gnation [Other Mode of Separation :	
Retirement	Leav		Please specify: Dilgutbsup ni	
	Leav	76	riease specify 2.54 (5.54)	HOTEHIA
Date of Effectivity: FEBRUARY 15, 2023 TO API	RIL 19, 2023			
Office of Assignment: CENRO QUEZON, PALAWAN		lished be	Auflew	
Title of Assignment.	r type af cli	by which	ANITA S.LLORO	any mo
Position/SG/Step: PARK MAINTENANCE FOREMAN			Name and Signature of Emp	oloyee
CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared		f work-relat	ed accountabilities from this Unit/Office	/Dept.
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WAMALAYDA S. TALABUCON			FELIZARDO B. CAYATOC	THE STATE OF THE S
Planning Officer III	r ac <u>counta</u>	e nous <u>si</u>	Head of Office	me em
Officer-In-Charge Mgt. Services Division and Chief, Planning Section			the box under the "Cleare"	
Immediate Supervisor				
CLEARANCE FROM MONEY AND PROPERTY ACCOUNTA	BILITIES	200 00169	proyees appear to have unit	4 II I I R E E II
Name of Unit/Office/Department	Cleared	Not	Name of Clearing Officer/Official	Signature
Administrative Services	to a produce	Cleared	ont tadt overg liede tadt ekt	Digital C
Administrative Services	the the nec	Isoland Is	DONNABEL J. OCAMPO	1 -1 0
a. Supply and Property Procurement and	shar vod a	New Jones Hornes	Administrative Officer I	de le muy
Management Services	JOHN AGO S	19 91010 101	(Supply Officer I)	1/18/29
		2102 0814	MAILAH L. REGALADO	100
b. Human Resource Welfare & Assistance	donueure	er yeary re	Administrative Officer IV	agelady
ick the box under the "Cleared"	inust a so t	e. Iney	untability (II OMRH) their offic	300 DNG
c. Agency-accredited Union/Cooperative				nmiles
Palawan DENR Employees Multipurpose Cooperative			JOHNNY P. LILANG	AMS
(PADEMCO) 2 Library	clearances	havorase	Manager —	MOLI SAT SAT
a. Legal Office Library 31 HEMUN 01 9160/10111 (1915)	UOV TON/A	CONTACT	I had stie nous atrailaut in	I salama we
a. Legal Office citially	N/A	N/A	e; duplicate A/NDE attached t	Volume N/A
b. Library Services	N/A	N/A	and fourth CA/N to account in	N/A
Finance and Assets Management				
a. Finance Services	the ordere	wollot h	CATHY R. FLORES	M
a. Finance services			Accountant I In-Charge Accounting Unit	16
b. Transaction, Processing & Billing Services	N/A	N/A		100
of transaction, trocessing a bining services	14/14	N/A	N/A GLENDA G. SANCHEZ	N/A
			Admin Asst. III	011
c. Payroll & Remittance Services	-		(Computer Operator II)	Such
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				14/4
with ongoing investigation (no f		(et)		
CERTIFICATION	- mar criarge)	,,		
I hereby certify that this employee is cleared of work-related,	money and pr	operty acco	untabilities from this agency. This	ication includes
administrative case from this agency.	/ and pr		washines from this agency. This certif	ication includes no pend
	6			
	FFLIZ	ZARDO B. C	AYATOC	
		PENRO		
	1			Page 1 of 2

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

PURPOSE: FOR TRAVEL ABROAD FOR VACATION AND L	EISURE TIN	ME	•	
			JANUARY 9, 2023	3
TO: DENR-CENRO QUEZON, PALAWAN			Date of Filing	
I hereby request clearance from money, property ar	nd work not	atad assessment		
Purpose: Transfer				
	The same of the sa	signation	Other Mode of Separation :	
Retirement	/_ Lea	ave	Please specify :	
Date of Effectivity: FEB. 15, 2023 TO APR. 19, 2023				
Office of Assignment: CENRO QUEZON, PALAWA	ΔNI		No. About	
		- 1	ANTA S. LLORCA	
Position/SG/Step: PARK MAINTENANCE FOI	REMAN/8/	1	Name and Signature of Empl	oyee
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES			/	
We hereby certify that this employee is cleared / not cleared	of work-re	lated accoun	ntabilities from this Unit office Took	
Adul	or tronk rea	rated accoun	intabilities from this office/ Dept.	
			11000	
DAVID E GALLEMA, JR.			BENATOS. GONZAGA	
Immediate Supervisor III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTAB	III I TELEFO		Head of Office	
	ILITIES	N-A		
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services		Cleared		
a. Supply and Property Procurement and		T	MYRNA T. LIBAO	1
Management Services	/		PARK MAINTENANCE FOREMAN	-/+
			(Acting Property Custodian)	your
L. H	/		the state of the s	
b. Human Resource Welfare & Assistance	/			,
c. Records			CHARLENE F. LLORCA	
			ADMINISTRATIVE OFFICER I	greenen
2 Library			(Records Officer)	/
a. Legal Office Library	N1/A	1 11/4		
	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	N/A	N/A	N/A	N/A
b. Transaction, Processing & Billing Services	B1/A	21/2		
, assessing at Dinning Scrivices	N/A	N/A	N/A	N/A
c. Payroll & Remittance Services	N/A	N/A	21/2	
4 Professional and Institutional Development		14/7	N/A	N/A
a. Scholarship Services	N/A	DI/A		
CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:	IN/A	N/A	N/A	N/A
a. Internal Affairs Office/Legal Affairs Office	1 11/4			
with pending administrative case	N/A	N/A	N/A	N/A
with ongoing investigation (no form	nal charge	yet)		
CERTIFICATION				
I hereby certify that this employee is cleared of work-related, more pending administrative case from this agency.	oney and pr	roperty acco	ountabilities from this agency. This certifica	ation includes no
pending administrative case from this agency.	16		agency. This certifica	don includes no
	Alexander	-		
BEN	ATO S. GO	NZAGA		
OFCENRO)/Concurrer	PASu MN	1PL	
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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

		MINITE	L I OILIVI		
1	PURPOSE: FOR TRAVEL ABROAD FOR VACATION AND LE	ISURE TIM	/IE		
				JANUARY 9, 202	13
TO:	DENR-CENRO QUEZON, PALAWAN			Date of Filing	
	I hereby request clearance from money, property and	d work-rela	ated account	tabilities for	
	Purpose: Transfer	_	signation [Other Mode of Separation :	
	Retirement	/ Lea			
		/	ive	Please specify :	
_	Date of Effectivity: FEB. 15, 2023 TO APR. 19, 2023				
Of	fice of Assignment: CENRO QUEZON, PALAWA	INI.		Acreton	
	CENTO QUEZON, FALAVA	VIA	-	ANITA S. LLORCA	Δ.
	Position/SG/Step: PARK MAINTENANCE FOR	EMAN/8/	1	Name and Signature of Emp	oloyee
11	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
	We hereby certify that this employee is cleared / not cleared	of work-rel	ated accoun	tabilities from this Unit Office/Dent	
	Au.		area accoun	1 miles month of the partice, bept.	
	DAVID E TOUR			1///	
	DAVID É. CALLEMA, JR. Immediate Supervisor		_	RENATOS. GONZAGA	
111	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABLE	ILITIES		Head of Office	
			Not		
	Name of Unit/Office/Department	Cleared	Cleared	Name of Clearing Officer/Official	Signature
1	Administrative Services				
	a. Supply and Property Procurement and			MYRNA T. LIBAO	11
	Management Services	/		PARK MAINTENANCE FOREMAN	total
		-		(Acting Property Custodian)	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	b. Human Resource Welfare & Assistance	/			
		—		CHARLENE F. LLORCA	
	c. Records	/		ADMINISTRATIVE OFFICER I	green
2	Library			(Records Officer)	1.
		T			
	a. Legal Office Library	N/A	N/A	N/A	N/A
	b. Library Services	N/A	N/A	N/A	NI/A
3	Finance and Assets Management			N/A	N/A
	a. Finance Services	N/A	N/A	N/A	NI/A
	h Transaction Processing C Pilling			19/0	N/A
	b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
	c. Payroll & Remittance Services	N/A	81/6		
4	Professional and Institutional Development	IN/A	N/A	N/A	N/A
	a. Scholarship Services	1 11/0	41/4		
V	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:	N/A	N/A	N/A	N/A
	a. Internal Affairs Office/Legal Affairs Office	T			
		N/A	N/A	N/A	N/A
	with pending administrative case				
	with ongoing investigation (no form	nal charge y	/et)		
	CERTIFICATION				
	I hereby certify that this employee is cleared of work-related, mo	oney and pr	operty acco	untabilities from this agency. This certifi-	cation includes no
	pending administrative case from this agency.	Day			
		1 South			
	/BEN		NZAGA		
	OLECENRO	Concurrer	PASu MM	PL	
	-				

CS Form No.7 Series of 2018

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

I PURPOSE: FOR TRAVEL ABROAD FOR VACATION AND	LEISURE TIN	AE .		
	LEIOONE TIN		JANUARY 9, 202	3
TO, DEALE CENTER OF THE CONTROL OF T			Date of Filing	
TO: DENR-CENRO QUEZON, PALAWAN				
I hereby request clearance from money, property		-		
Purpose: Transfer	Section 1992	signation	Other Mode of Separation :	
Retirement	/ Lea	ive	Please specify :	
Date of Effectivity: FEB. 15, 2023 TO APR. 19, 2023				
Office of Assignment: CENRO QUEZON, PALAW	MAN		Ayllow	
Office of Assignment: CENRO QUEZON, PALAW	VAN	-	ANITA S. LLORCA	
Position/SG/Step: PARK MAINTENANCE FC	DREMAN/8/	1	Name and Signature of Emp	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES			-	
We hereby certify that this employee is cleared / not cleare		ated accoun	stabilities from the Unid/Office Pont	
At	d of work rele	ateu accoun	itabilities from this Onit/Onite/Bept.	
(DW				
DAVID E. GALLEMA, JR.		_	REMANDS. GONZAGA	_
Immediate Supervisor III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTA	DU CTIEC		Head of Office	
	T	Not	2	
Name of Unit/Office/Department	Cleared	Cleared	Name of Clearing Officer/Official	Signature
1 Administrative Services				
a. Supply and Property Procurement and			MYRNA T. LIBAO	1/1
Management Services	/		PARK MAINTENANCE FOREMAN	Mar
			(Acting Property Custodian)	1
b. Human Resource Welfare & Assistance	/			1
b. Human Resource Wellare & Assistance				
			CHARLENE F. LLORCA	
c. Records	/		ADMINISTRATIVE OFFICER I	Que la
2 124			(Records Officer)	greene
2 Library				
a. Legal Office Library	N/A	N/A	N/A	N/A
b. Library Services	N/A	N/A	N/A	21/2
3 Finance and Assets Management	N/A	11//	N/A	N/A
a. Finance Services	N/A	N/A	N/A	NI/A
			NA	N/A
b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
c. Payroll & Remittance Services	N/A	21/4	The second second	
4 Professional and Institutional Development	N/A	N/A	N/A	N/A
a. Scholarship Services				
CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:	N/A	N/A	N/A	N/A
a. Internal Affairs Office/Legal Affairs Office	T T			
	N/A	N/A	N/A	N/A
with pending administrative case				
with ongoing investigation (no fo	rmal charge y	ret)		
CERTIFICATION				
I hereby certify that this employee is cleared of work-related, i	money and pr	operty acco	untabilities from this agency. This certific	ation includes no
pending administrative case from this agency.	W			
	1/100	-		
	14 10 S. GO	NZAGA		
OleseEn	O/Concurren	PASu MM	PL	
V			A Company of the Comp	



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

I	PURPOSE: FOR TRAVEL ABROAD FOR VACATION AND LE	ISURE TIM	E		
				JANUARY 9, 202	23
TO:	DENR-CENRO QUEZON, PALAWAN			Date of Filing	
	I hereby request clearance from money, property and	d work-rela	ted account	tabilities for:	
	Purpose: Transfer	Processor of the last of the l	-		
	Retirement	/ Lea	ignation	Other Mode of Separation :	
		/ Lea	ve	Please specify :	
	Date of Effectivity: FEB. 15, 2023 TO APR. 19, 2023				-
Of	fice of Assignment: CENRO QUEZON, PALAWA	N		Syphoen	
				ANITA S. LLORC	A
	Position/SG/Step: PARK MAINTENANCE FOR	EMAN/8/	L	Name and Signature of Em	oloyee
1	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
	We hereby certify that this employee is cleared / not cleared of	of work-rela	ated accoun	tabilities from this Unit/Office/Dext.	
	Her			1	
	DAVID E. GALLEMA, JR.			BENATO S. GONZAGA	
	Immediate Supervisor		-	Mead of Office	-
11	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABL	LITIES	-	read of office	
	Name of Unit/Office/Department	Cleared	Not	Name of Clearing Officer/Official	6:
1	Administrative Services	Cicarea	Cleared	Name of Clearing Officer/Official	Signature
	a. Supply and Property Procurement and	/		MYRNA T. LIBAO	1/1
	Management Services	/		PARK MAINTENANCE FOREMAN (Acting Property Custodian)	What
		1		(Acting Property Custodian)	1
	b. Human Resource Welfare & Assistance	/			
	c. Records			CHARLENE F. LLORCA	2
				ADMINISTRATIVE OFFICER I	gosten
2	Library			(Records Officer)	
	a. Legal Office Library	N/A	N/A	N/A	T
	b. Library Services			N/A	N/A
3	Finance and Assets Management	N/A	N/A	N/A	N/A
	a. Finance Services				
_		N/A	N/A	N/A	N/A
	b. Transaction, Processing & Billing Services	N/A	N/A	N/A	N/A
				,	14/7
	c. Payroll & Remittance Services				
	Professional and Institutional Development	N/A	N/A	N/A	N/A
	a. Scholarship Services				
	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:	N/A	N/A	N/A	N/A
	a. Internal Affairs Office/Legal Affairs Office				
		N/A	N/A	N/A	N/A
	with pending administrative case				
_	with ongoing investigation (no form	al charge y	et)		
	DERTIFICATION				
	hereby certify that this employee is cleared of work-related, mo pending administrative case from this agency.	ney and pr	operty acco	untabilities from this agency. This certifi	cation includes no
	date from this agency.	70			100
		ALAGA		4	
	RENA	os. Go	VZAGA		
		/Concurren			

HRDS-PAD Form No. 08

APPLICATION FOR AVAILMENT OF



Department of Environment and Natural Resources Provincial Environment and Natural Resources Office

(Revised, January 2015)	COMPENSA	TORY TIME-OFF	(СТО)	Sta. Monica, Puerto Princesa City
Name of Employee	: INITA S. LLORCA		Posit	ion: FOREST TECHNICIAN I
Office: DENR-CENRO Quezo	on, Palawan	Bureau:		Date of Filing: January 9, 2023
		DETAIL	S OF APPLIC	ATION
Nui	mber of Hours App 8 hours	olied for		Inclusive Date/s February 15, 2023
Requested by:	Aulter Signature of Appli	cant DETAILS OF A		mmending Approval by: On travel: ENGR. ROSITA F. CASTULO Development Management Officer IV
CREDITS (COC)	of Compensato ary 15, 2023	RY OVERTIME	APP	Approval Disapproval due to
Number of Hours M Adm	Earned:	GALADO V/HRMO		OIC ENRO Concurrent PASu MMPL Head of Office
The employ basis withinThe employ	ee may use the CTO the year. ee must first obtain	approval from the hea	maximum fiv	e (5) consecutive days per single availment, or on staggered garding the schedule of availment of CTO.
				Joint CSC-DBM Circular No. 2, series of 2004) for validation

Certificate of COC Earned

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

8 hours		_ of Compensatory	Overtime Credits.	
(number of hour	s)			
		Ri	Head of Office	
Date Issued: <u>September 1</u>	7, 2022			
alid Until: <u>September 1</u>	7, 2023			
		Front		
No of Hours of Earned COCs/Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks
8	September 17, 2022	8	0	
REMATO S. G	ONZAGA Office	Claimed by:	MAILAH). REGALADO HRMO	₩
Date			Date	

HRDS-PAD Form No. 08

purposes.

APPLICATION FOR AVAILMENT OF Department of Environment and Natural Resources



(Revised, January 2015)	COMPENSA	TORY TIME-OFF	(CTO)		vincial Environment and Natural Resources Office Monica, Puerto Princesa City
Name of Employee	ANITA S. LLORCA		Posit		ST TECHNICIAN I
Office: DENR-CENRO Que:	zon, Palawan	Bureau:			Date of Filing: January 9, 2023
		DETAILS	S OF APPLIC	ATION	
Nu	mber of Hours App 8 hours	olied for			Inclusive Date/s February 15, 2023
Requested by:	Aullen Sjenature of Appli	cant	Reco		
	/	DETAILS OF A	CTION OF A		
as of Febru Number of Hours	ary 15, 2023 Earned: AAILAN L. REG	GALADO _µ /	APPI	Approv Disapp OICCEP	roval due to
 The employ basis within 	yee may use the CTO n the year.		maximum fiv		ve days per single availment, or on staggered

4. Attach approved Certificate of COC Earned (prescribed form under Joint CSC-DBM Circular No. 2, series of 2004) for validation

Certificate of COC Earned

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

8 hours		of Compensatory Overtime Credits.				
(number of hou	rs)					
			\sim			
			Man)			
		RI	NATO S. GONZAGA			
ate Issued: <u>September 1</u>	7, 2022		Head of Office			
alid Until: <u>September 1</u>	7, 2023					
		Front				
No of Hours of Earned COCs/Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks		
8	September 17, 2022	8	0			
oproved by:		Claimed by:				
RENATO S. d		_	MAILAH DREGALADO HRMO	W		
Dat			Date			

HRDS-PAD Form No. 08

APPLICATION FOR AVAILMENT OF



Department of Environment and Natural Resources Provincial Environment and Natural Resources Office

(Revised, January 2015)	ISATORY TIME-OFF	(CTO) Sta. Monica, Puerto Princesa City
Name of Employee: ANITA S. LLORO	Α	Position: FOREST TECHNICIAN I
Office: DENR-CENRO Quezon, Palawan	Bureau:	Date of Filing: January 9, 2023
	DETAILS	S OF APPLICATION
Number of Hours 8 hours	Applied for	Inclusive Date/s February 15, 2023
Requested by: A Mau Signature of A	pplicant	Recommending Approval by: On travel: ENGR. ROSITA F. CASTULO Development Management Officer IV
	DETAILS OF A	CTION OF APPLICATION
CERTIFICATION OF COMPENSA CREDITS (COC) as of February 15, 2023 Number of Hours Earned: MAKLAD L. F	O REGALADO /	Approval Disapproval due to PENATO S. GONZAGA OIC-GENRO Concurrent PASu MMPL Head of Office
 The CTO may be availed of in The employee may use the basis within the year. The employee must first obtonion. 	n blocks of four (4) or eight CTO continuously up to a r tain approval from the hear	

Certificate of COC Earned

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

8 hours		of Compensatory	Overtime Credits.	
(number of hour	s)			
		T _R	RENATO S. GONZAGA Head of Office	
Date Issued: <u>September 1</u>	7, 2022			
Valid Until: <u>September 1</u>	7, 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:		Claimed by:		
Head of C	ONZAGA Office	-	MAILAH DREGALADO	<u></u>
Date			Date	



Internation	2	Coasty/	Clean	40	
Sept 19,	2023				
Store line	Vila	Esperanza	to Takon,	Overon	Palawas

ATTENDANCE SHEET

				THE MANAGEMENT OF THE PARTY OF
EVANT P. SANICO	F	ALTONSO XIII, OWEZON, PAZ	०५८१ १८४ ११९	- PEN
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C. Kleding	as	BURE PX.		(Alle)
ESMAEL M. GOLDORF	m	ALFONED XIII OUTLEN PAL		start.
ASITA S. CLORCH	F	ALFORDO PH, QUESTON, PAR.	8968 30V G825	700
BAITAZAR A. POCIEL	M	A) FOR PO KIN QUECON PAR	०१३४०१७४४	ph-
STOOKE H. POWIZACET	M	XLFERRO BUTZON POU.	8929287199	Showing
	+	-di-	09164520320	/ Johns
	M	do		Min
ARNGUY. BALAONO	n	-20 -	D938333 4KG	1
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2	£	ALTONSO LU, QUETON	Oquelleza 7901	1
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	RAMBOS S. CASDITO C. RARDINA ESMARI M. GOLDAN ANTA S. WORD BAHTARAR A. ROCKEL EDGAR H. POWILL EDGAR H.	Ramson S. Consdillo C. Rhedina ESMAGE M. GOLDONE BAITTA S. WORD BAITTA S. WORD BAITTA S. WORD M EXCEPT M. BAITTA S. POCIET M EXCEPT M. FROM NO MYRUA FROM NO MY	RAMEROS S. CONSTITIO M — QO — C. Medina M BURE PX. ESMAEL M. SONDAY M REPONDO ALL OUTED DIAZ ARITH S. WORD M ALFONDO WILL OUTED DIAZ BHITMAR A. ROCIEL M ALFONDO WILL OUTED DIAZ EXCHE H. POTNIZADET M ALFONDO BUTLON FOR LIBRO, MYRUA F DO - BOLDANTE A. FIENRY M do ANNO V. BALKONDO M — DO - ZIAMA D. TRUNCH TO MARONDO MIN OUTED DIAZ MERRY A. SAMOS F ALFONDO MIN OUTED DIAZ ANDONO MIN QUESTON ANDONO A	RAMOUS S. CASSITIO M. DELLE PX. ESMAEL M. CONDAY M. MIFONED ALL DUESED PARL ALITA S. LUBRA BALTONED THE CASTONIOSTS BALTONED M. ALFONED BUTLON FOR CASTONIOSTS EDICAR H. POTILIZACET M. ALFONED BUTLON FOR CASTONIOSTS JERRA O MYRUA F. MENRY M. DO - D9283335 ACCO AND D. TRUNKY M. DETONED ALL, QUESTIN OPLINATE MERRY A. SAMOS P. METONED ALL, QUESTIN OPLINATE MERRY A. SAMOS F. METONED ALL, QUESTIN OPLINATION MERRY A. SAMOS FOR SOLUTION M. ALFONED ALL, QUESTIN OPLINATION MERRY A. SAMOS F. METONED ALL, QUESTIN OPLINATION MERRY SOLUTION M. METONED ALL, QUESTIN OPLINATION METONED SOLUTION M. METONED ALL, QUESTINO M. METONED M.



Internation	of :	Coastn/		Clean	Up	
SENT 19,	2023					
Store line	Vila	Esperanza	to	Taeon,	averan	Palawa

ATTENDANCE SHEET

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16.	EVANY P. SANICO	F	ALTONSO XIII, OWEZON, PAZ		1 Ch
17.	Ramees S. Casdillo	M	- Q = -	0964963724	Por
18.	C. Kleding	as	Buke px.		(All)
19.	ESMAEL M. SOLFORF	m	SUPONED XIII OUTED APPL		stell of
20.	ASITA S. CLORCA	F	ALFORDO PH, QUOBOR, PAL.	09083019825	- FIRE
21.	BAHTAZAR A. POCIBL	M	A) FORMPO KIN QUECON PARL	09280970255	ph-
22.	EDGAR H. POWIZACET	M	XLFERRO BUEZON POU.	8929287129	Shang of
23.		F	-di-	D916 4520320V	John "
24.	BOLANTE A. PIENRY	M	do		11/2
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26.	ZIAMAD TRIMPUT	-	- Pr	19920186 -	and the same of th
27.	P	P	susones fu, Queson	Ogleversy 7901	-
28.	Abrien los Souri	m	Actions XIII, Q Now	09299787290	AN
29.	Arry Solem Condop	F	Alfon Ka		4/
30.	Fray Calleen Candos.	F			0
31.		U	do-		5952



Internation	2	Coasty/	(Jean	40	
Sept 17,	2023					
Dore line	Vila	Esperanza	to	Taem,	Overan	Prlauda

ATTENDANCE SHEET

		P	- Company of the Comp	7	
16.	EVANY P. SANICO	F	ALTONES XIII, QUEZON, PAZ	0951 957119	- YEN
17.	Kamers S. Casdillo	M	- Q0	0964963924	Por
18.	C. Kleding	ay	pulse px.		(All)
19.	ESMAEL M. SOLFORF	m	SUPENSO XIII OUTED APPL		stel L
20.	ASITA S. CLORGA	F	ALFOREN PH, QUESTON, PAR.	9768 30V 58 25	Jan D
21.	BAITAZAR A. POCIEL	M	A) FORMPO KIN QUECON PAR	०१३४०१ ७४ र	ph-
22.	STOOKE H. POWIZACET	M	XLFERRO BUEZON por.	89292817199	Georgia 1
23.	LABRO, MYRUA	1	-di-	091641203201	John "
24.	00:1	M	do		Miss
25.	PARKEL Y. BALLOND	n	-20 -	0938333 KKG	
and the second second second	ZIAMA D. TRIMPLY	200	-Ar-	19921686	
27.	P	£	strover for, Outron	Ogreveza 799	A COLOR
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29.	Array Solems Condop	F	Alfon Ka		4/
30.	Aray Calleen Sandos.	F			\Diamond
31.		M	do		GSST



Republic of the Philippines Department of Environment and Natural Resources Visayas Avenue, Diliman, Quezon City Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52

Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52 Website: http://www.denr.gov.ph / E-mail: web@denrgov.ph

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





Republic of the Philippines Department of Environment and Natural Resources Visayas Avenue, Diliman, Quezon City Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52 Website: http://www.denr.gov.ph / E-mail: web@denrgov.ph

SEP 14 2022

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Republic of the Philippines Department of Environment and Natural Resources Visayas Avenue, Diliman, Quezon City Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52 Website: http://www.denr.gov.ph / E-mail: web@denrgov.ph

SEP 14 2022

No. 2022 - 660

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





Republic of the Philippines Department of Environment and Natural Resources Visayas Avenue, Diliman, Quezon City Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52 Website: http://www.denr.gov.ph / E-mail: web@denrgov.ph

SEP 14 2022

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;
- 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.

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This Order takes effect immediately.

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

