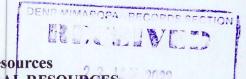


Republic of the Philippines Department of Environment and Natural Resources

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES REGION IV – MIMAROPA



I IN NO D CUTGOING PAYS NO.

January 6, 2023

MEMORANDUM

FOR :

The Regional Executive Director

DENR-MIMAROPA Region

1515 DENR By the Bay Building, Roxas Blvd.,

Brgy 668, Ermita, Manila

FROM

The OIC, PENR Officer

SUBJECT

REQUEST FOR TRAVEL AUTHORITY

Submitted herewith is the Request for Travel Authority of Administrative Officer IV (Budget Officer II) Josephine S. Tañada to Seoul, South Korea on April 16-20, 2023.

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

For information and consideration.

ERNESTO E. TAÑADA



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

January 6, 2023

MEMORANDUM

FOR

The PENR Officer

Mamburao, Occidental Mindoro

FROM

The Administrative Officer IV (Budget Officer II)

SUBJECT

REQUEST FOR TRAVEL AUTHORITY

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

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

For information and consideration.

JOSEPHINES. TAÑADA

TRAVEL & TOURS VIA MYTRAVELBUDZ

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Booking ID: NLU3XK

Booking Date: November 22,2022

Confirmed

Confirmed

NLU3XK

NLU3XK

|) Cu | ward | | | | | |
|-----------------|--|--|-----------|--|--------------------|--------------------|
| light | 1 | Departing | | Arriving | | |
| | 5J-188 | MNL Manila Manila, Terminal-Termi 16 Apr 2023, 17:25 | inal 3 | ICN Seoul Incheon Intl Arp Airport 16 Apr 2023, 22: | | Non Stop 4h 10m |
| e F | eturn | Departing | | Arriving | | North Carlo |
| | Cebu Pacific I | ICN Seoul Incheon Intl Arpt, Term Airport 20 Apr 2023 , 00:45 | ninal-ICN | MNL Manila Manila, Termina 20 Apr 2023, 04: | | Non Stop 4h 0m |
| u. | assenger(s) Details | assport Details | PNE | FF No | E Ticket insurance | No Status |
| | S. JOSEPHINE TANADA Jult (1 MAY 1966) | P8269679B, Philippines 23 NOV 2031 | NLU3XK | | NLU3XK - | Confirme |
| | R. ERNESTO TANADA Jult (18 JAN 1961) | P8269678B , Philippines 23 NOV 2031 | NLU3XK | | NLU3XK - | Confirme |
| | S. KRYZZANE JEN TANADA dult (29 MAY 1999) | P3852304B , Philippines 14 NOV 2029 | NLU3XK | | NLU3XK + - | Confirme |
| | THE REST PRESENTATION OF A ALA PLA | P38397758 Philippines | | | | |

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

NLU3XK

MR. KEARN ERNEST TANADA P3839775B, Philippines 13NOV 2024

Adult (16 MAR 1992)

MR. KAIZZER IRVIN TANADA P3840888B, Philippines
13 NOV 2029
NILUSXK

| | | FOR LEAVE | | |
|---|---------------|--|------------------------|----------|
| OFFICE PERMANENT | (Loot) | | | |
| OFFICE/DEPARTENT 2. NAME | (Last) | (First) | | (Middle) |
| PENRO OCC. MDO. | TAÑADA | JOSEPHINE | | SAPLA |
| DATE OF FILING 1/6/2023 4. POSITION | ADMIN. OF | FICER IV (BUDGET OFFICER | I) 5. SALARY | ₱ 35,858 |
| | AILS OF AI | PPLICATION | | |
| A TYPE OF LEAVE TO BE AVAILED OF | | B DETAILS OF LEAVE | | |
| Vacation Leave (Sec. 51, Rule XV, Omnibus Rules Implementing E.O. No. 292) | | In case of Vacation/Special Privileg | ge Leave: | |
| Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implemmenting B | E.O. No. 292) | Within the Philippines Abroad (Specify) Security | 0 11 12 | |
| Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implemmenting E.O. No. 292) | | ✓ Abroad (Specify) Seou | , South Korea | |
| Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) Paternity Leave (RA No. 8187/CSC MC No. 71, S 1998, as amended) | | | | |
| Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implemmenting E. | O. No. 202) | In Hospital (Specify Illness) Out Patient (Specify Illness) | | |
| Solo Parent Leave (RA No. 8972/CSC MC no. 8, S. 2004) | .0. (10.292) | Out Patient (Specify liness) | 300 | |
| Study Leave (Sec. 68, Rule XVI, Omnibus Rules Immplemmenting E.O. No. 29) | 2) | In case of Study Leave: | | |
| 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, S. 2005) | -7. | Completion of Master's Degree | | |
| Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O | . No. 292) | BAR/Board Examination Review | | |
| Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, S. 2010) | | Other Purpose: | | |
| Special Emergency (Calamity) Leave (CSC MC no. 2, S. 2012, as amended) | | Monetization of Leave Credits | | |
| Adoption Leave (RA No. 8552) | | Terminal Leave | | |
| Others | | | | |
| | | | | |
| INCLUSIVE DATES 4/17/2023 TO 4/20/2023 | | Requested | SEPHINE APLA T | AÑADA |
| | | | (Signature of Applica | nt) |
| | F ACTION | ON APPLICATION | | |
| CERTIFICATION OF LEAVE CREDITS | 7. E | RECOMMENDATION | | |
| as of November 2022 | | For Approval | | |
| Vacation Leave Sick Leave | | For diaspproval due to | | |
| | | | | |
| Total Earned 107.551 126.750 Less this application 4.000 | | | | |
| Balance 103.551 126.750 | | | | |
| | | | | |
| Con Chusari | | ho | | |
| VON ERIKA S. CAUSAPIN | | ABÉ Ř. | FRANCISCO | |
| Administrative Officer IV / HRMO II | | Chief, Managen | nent Services Division | on |
| APPROVED FOR: | 7. [| DISAPPROVED DUE TO: | | |
| 4 days with pay / JL | | | | |
| days without pay | | | | |
| others (specify) | - | | | |
| | | , | | |
| EF | RNESTO | . TAÑADA | | |
| | OIC PENE | | | |

| SC Form No. 6 evised 2020 | | APPLIC | CATION | FOR LEAVE | | |
|---|---|---|--|---|-----------------|---------------------------|
| . OFFICE/DEPART | ENT 2. | NAME | (Last) | (Fir | st) | (Middle) |
| PENRO OCC | C. MDO. | | TAÑADA | JOSEF | PHINE | SAPLA |
| DATE OF FILING | 1/6/2023 4. | POSITION | ADMIN. OF | FICER IV (BUDGET OFFI | ICER II) 5. S. | ALARY P 35,858.00 |
| | | | ETAILS OF A | PPLICATION | | |
| Mandatory/Forced L Sick Leave (Sec. 43, Maternity Leave (R.A. Paternity Leave (RA. Special Privilege Le. Solo Parent Leave (Sec. 68, 10-Day VAWC Leave Rehabilitation Privil. Special Leave Benef | e. 51, Rule XV, Omnibus Rules e. eave (Sec. 25, Rule XVI, Omn Rule XVI, Omnibus Rules Imp A. No. 11210/IRR issued by CS No. 8187/CSC MC No. 71, S ave (Sec. 21, Rule XVI, Omnib RA No. 8972/CSC MC no. 8, S B, Rule XVI, Omnibus Rules Im E (RA No. 9262 / CSC MC No. ege (Sec. 55, Rule XVI, Omnib fits for Women (RA No. 9710 (Calamity) Leave (CSC MC no. No. 8552) FRKING DAYS APPL DAY / S | Implementing E.O. No. 2 ibus Rules Implemmer lemmenting E.O. No. 2 ib. C., DOLE and SSS) 1998, as amended) us Rules Implemmentin. 2004) 15, S. 2005) us Rules Implementing E.O. No. 25, S. 2005, 20, S. 2012, as amended. | o. 292) nting E.O. No. 292) 292) ing E.O. No.292) g E.O. No. 292) 2010) ded) | B DETAILS OF LEAVE In case of Vacation/Special Within the Philippines Abroad (Specify) In case of Sick Leave: In Hospital (Specify Illnes Out Patient (Specify Illnes In case of Study Leave: Completion of Master's D BAR/Board Examination I Other Purpose: Monetization of Leave Cre Terminal Leave D COMMUTATION Not Requested Requested | Seoul, South Ko | rea |
| 4/17/2023 | TO 4/20/2023 | | | | | APLA TAÑADA of Applicant) |
| | | 7. DETAILS | S OF ACTION | ON APPLICATION | | |
| A CERTIFICATION as of | OF LEAVE CREDITS NOTEMBER Vacation Leave | 2022 | | B RECOMMENDATION For Approval For diaspproval due to | | |
| Total Earned | (07. S\$) | Sick Leav | | | | |
| Less this application | 4).000 | 144 | | The state of | | |
| Balance | 103.551 | 126.750 | | | | |
| | ON ERIKA S. CAUS | APIN HRMO II | | | BE R. FRANCISC | |
| c APPROVED FOR | | e sente a la | 7. | D DISAPPROVED DUE | TO: | |
| | ithout pay (specify) | | | | | |
| | | | OIC PEN | | | |

| OFFICE/DEPART | ENT | 2. NAME | (Last) | (First) | (Middle) |
|---|--|-----------------------|--------------------|--|-----------------------|
| PENRO OC | | E. 14/1/11 | TAÑADA | JOSEPHINE | SAPLA |
| | | | 17.07. | 3302 | OAI LA |
| DATE OF FILING | 1/6/2023 | 4. POSITION | ADMIN. OF | FICER IV (BUDGET OFFICER II) 5. | SALARY P 35,85 |
| TYPE OF LEAVE | TO DE AVAILED. | | DETAILS OF AI | | |
| | c. 51, Rule XV, Omnibus Ru | | | B DETAILS OF LEAVE In case of Vacation/Special Privilege Leave: | |
| | Leave (Sec. 25, Rule XVI, C | | | Within the Philippines | |
| | , Rule XVI, Omnibus Rules I | | | Abroad (Specify) Seoul, South | Korea |
| | A. No. 11210/IRR issued by | | 202) | In case of Sick Leave: | Notea |
| | No. 8187/CSC MC No. 71, | | | In Hospital (Specify Illness) | |
| | eave (Sec. 21, Rule XVI, Om | | nting E.O. No.292) | Out Patient (Specify Illness) | |
| | (RA No. 8972/CSC MC no. 8 | | | | |
| | 68, Rule XVI, Omnibus Rules | | No. 292) | In case of Study Leave: | |
| | e (RA No. 9262 / CSC MC N | | | Completion of Master's Degree | |
| | lege (Sec. 55, Rule XVI, Orr | | na E.O. No. 292) | BAR/Board Examination Review | |
| | efits for Women (RA No. 97 | | | Other Purpose: | |
| | (Calamity) Leave (CSC MC | | | Monetization of Leave Credits | |
| Adoption Leave (RA | | | | Terminal Leave | |
| Others | | | | | |
| | | | | | |
| 4/17/2023 | TO 4/20/20 | 23 | | L Requested | |
| | | | | JOSEPHIN | NE SAPLA TAÑADA |
| | | | | (Signa | NE SAPLA TAÑADA |
| CERTIFICATION | OF LEAVE CRED | | | ON APPLICATION (Signal | |
| CERTIFICATION as of | OF LEAVE CRED | ITS | | ON APPLICATION B RECOMMENDATION | |
| | OF LEAVE CRED | ITS | | ON APPLICATION (Signal | |
| | | ITS | - - | ON APPLICATION B RECOMMENDATION For Approval | |
| | Horawse | TS R 2022 | 7. E | ON APPLICATION B RECOMMENDATION For Approval | |
| as of | Vacation Leave | ITS IC 2022 Sick Lear | 7. E | ON APPLICATION B RECOMMENDATION For Approval | |
| as of | Vacation Leave | ITS IC 2022 Sick Lear | 7. E | ON APPLICATION B RECOMMENDATION For Approval | |
| Total Earned Less this application | Vacation Leave (07.551 4.000 | Sick Lear | 7. E | ON APPLICATION B RECOMMENDATION For Approval | |
| Total Earned Less this application | Vacation Leave (07.551 4.000 | Sick Lear | 7. E | ON APPLICATION B RECOMMENDATION For Approval | |
| Total Earned Less this application Balance | Vacation Leave (07.551 4.000 | Sick Lear | 7. E | ON APPLICATION B RECOMMENDATION For Approval | ature of Applicant) |
| Total Earned Less this application Balance | Vacation Leave 107.551 4.000 103.551 | Sick Lear 126.75 | 7. E | ON APPLICATION B RECOMMENDATION For Approval For diaspproval due to | ature of Applicant) |
| Total Earned Less this application Balance | Vacation Leave (07.551 4.000 103.551 /ON ERIKA S. CAL inistrative Officer IV | Sick Lear 126.75 | 7. E | ON APPLICATION B RECOMMENDATION For Approval For diaspproval due to ABE R. FRANC Chief, Management Se | ature of Applicant) |
| Total Earned Less this application Balance V Adm | Vacation Leave (67.551 4.000 (03.551 /ON ERIKA S. CAL inistrative Officer IV | Sick Lear 126.75 | 7. E | ON APPLICATION B RECOMMENDATION For Approval For diaspproval due to ABE R. FRANC | ature of Applicant) |
| Total Earned Less this application Balance V Adm APPROVED FOR 4 days w | Vacation Leave (07.551 4.000 103.551 VON ERIKA S. CAL inistrative Officer IV. | Sick Lear 126.75 | 7. E | ON APPLICATION B RECOMMENDATION For Approval For diaspproval due to ABE R. FRANC Chief, Management Se | ature of Applicant) |
| Total Earned Less this application Balance Adm APPROVED FOR 4 days w days w | Vacation Leave (67.551 4.000 (93.551 VON ERIKA S. CAL inistrative Officer IV. ith pay vithout pay | Sick Lear 126.75 | 7. E | ON APPLICATION B RECOMMENDATION For Approval For diaspproval due to ABE R. FRANC Chief, Management Se | ature of Applicant) |
| Total Earned Less this application Balance Adm APPROVED FOR 4 days w days w | Vacation Leave (07.551 4.000 103.551 VON ERIKA S. CAL inistrative Officer IV. | Sick Lear 126.75 | 7. E | ON APPLICATION B RECOMMENDATION For Approval For diaspproval due to ABE R. FRANC Chief, Management Se | ature of Applicant) |
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