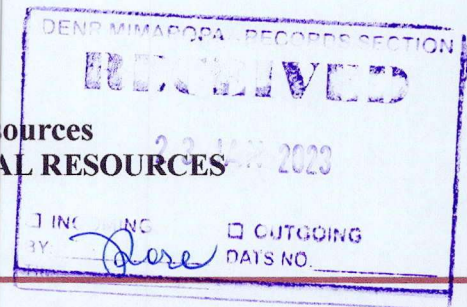




Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA



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.


JOSEPHINE S. TAÑADA






Booking ID: NLU3XK

TRAVEL & TOURS VIA MYTRAVELBUDZ

mytravelbudz@gmail.com

Booking Date: November 22,2022

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

✈ Onward				Non-Befundable			
Flight 1		Departing	Arriving				
	Cebu Pacific 5J-188	MNL Manila Manila, Terminal-Terminal 3 16 Apr 2023, 17:25	ICN Seoul Incheon Intl Arpt, Terminal-ICN Airport 16 Apr 2023, 22:35		Non Stop 4h 10m		
✈ Return				Non-Befundable			
Flight 1		Departing	Arriving				
	Cebu Pacific 5J-187	ICN Seoul Incheon Intl Arpt, Terminal-ICN Airport 20 Apr 2023 , 00:45	MNL Manila Manila, Terminal-MNL Airport 20 Apr 2023, 04:05		Non Stop 4h 0m		
	Passenger(s) Details	Passport Details	PNR	FF No	E Ticket	Insurance No.	Status
1	MS. JOSEPHINE TANADA Adult (1 MAY 1965)	P8269679B, Philippines 23 NOV 2031	NLU3XK	-	NLU3XK	-	Confirmed
2	MR. ERNESTO TANADA Adult (18 JAN 1961)	P8269678B , Philippines 23 NOV 2031	NLU3XK	-	NLU3XK	-	Confirmed
3	MS. KRYZZANE JEN TANADA Adult (29 MAY 1999)	P3852304B , Philippines 14 NOV 2029	NLU3XK	-	NLU3XK	-	Confirmed
4	MR. KEARN ERNEST TANADA Adult (18 JAN 2003)	P3839775B, Philippines 13NOV 2024	NLU3XK	-	NLU3XK	-	Confirmed
5	MR. KAIZZER IRVIN TANADA Adult (16 MAR 1992)	P3840888B, Philippines 13 NOV 2029	NLU3XK	-	NLU3XK	-	Confirmed
Flight: 5J-188		Meals	Seat		Purchased Baggage		
MS. JOSEPHINE TANADA		-	-		0.0 kg		
MR. ERNESTO TANADA		-	-		0.0 kg		
MS. KRYZZANE JEN TANADA		-	-		0.0 kg		
MR. KEARN ERNEST TANADA		-	-		0.0 kg		
MR. KAIZZER IRVIN TANADA		-	-		0.0 kg		
					0.0 kg		
		Meals	Seat		Purchased Baggage		
Flight: 5J-187							

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT

2. NAME

(Last)

(First)

(Middle)

PENRO OCC. MDO.

TAÑADA

JOSEPHINE

SAPLA

3. DATE OF FILING

1/6/2023

4. POSITION

ADMIN. OFFICER IV (BUDGET OFFICER II)

5. SALARY

₱ 35,858.00

6. DETAILS OF APPLICATION

6. A TYPE OF LEAVE TO BE AVAILED OF

☒ Vacation Leave (Sec. 51, Rule XV, Omnibus Rules Implementing E.O. No. 292)

☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

☐ Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)

☐ Paternity Leave (RA No. 8187/CSC MC No. 71, S 1998, as amended)

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

☐ Solo Parent Leave (RA No. 8972/CSC MC no. 8, S. 2004)

☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

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

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

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

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

☐ Adoption Leave (RA No. 8552)

☐ Others

6. B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

☐ Within the Philippines

☒ Abroad (Specify) Seoul, South Korea

In case of Sick Leave:

☐ In Hospital (Specify Illness)

☐ Out Patient (Specify Illness)

In case of Study Leave:

☐ Completion of Master's Degree

☐ BAR/Board Examination Review

Other Purpose:

☐ Monetization of Leave Credits

☐ Terminal Leave

6. C NUMBER OF WORKING DAYS APPLIED FOR

4 DAY / S

INCLUSIVE DATES

4/17/2023

TO

4/20/2023

6. D COMMUTATION

☐ Not Requested

☐ Requested

JOSEPHINE SAPLA TAÑADA

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. A CERTIFICATION OF LEAVE CREDITS

as of November 2022

	Vacation Leave	Sick Leave
Total Earned	107.551	126.750
Less this application	4.000	
Balance	103.551	126.750

VON ERIKA S. CAUSAPIN

Administrative Officer IV / HRMO II

7. B RECOMMENDATION

☐ For Approval

☐ For disapproval due to

ABE R. FRANCISCO

Chief, Management Services Division

7. c APPROVED FOR:

4 days with pay / JL

days without pay

others (specify)

7. D DISAPPROVED DUE TO:

ERNESTO E. TAÑADA

OIC PENR Officer

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT

2. NAME

(Last)

(First)

(Middle)

PENRO OCC. MDO.

TAÑADA

JOSEPHINE

SAPLA

3. DATE OF FILING

1/6/2023

4. POSITION

ADMIN. OFFICER IV (BUDGET OFFICER II)

5. SALARY

P 35,858.00

6. DETAILS OF APPLICATION

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☐ Out Patient (Specify Illness)

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☐ Terminal Leave

6. C NUMBER OF WORKING DAYS APPLIED FOR

4 DAY / S

INCLUSIVE DATES

4/17/2023 TO 4/20/2023

6. D COMMUTATION

☐ Not Requested

☐ Requested

JOSEPHINE SAPLA TAÑADA

(Signature of Applicant)

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VON ERIKA S. CAUSAPIN

Administrative Officer IV / HRMO II

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☐ For disapproval due to

ABE R. FRANCISCO

Chief, Management Services Division

7. C APPROVED FOR:

4 days with pay 1 VL

days without pay

others (specify)

7. D DISAPPROVED DUE TO:

ERNESTO E. TAÑADA

OIC PENR Officer

APPLICATION FOR LEAVE

1. OFFICE/DEPARTENT

2. NAME

(Last)

(First)

(Middle)

PENRO OCC. MDO.

TAÑADA

JOSEPHINE

SAPLA

3. DATE OF FILING

1/6/2023

4. POSITION

ADMIN. OFFICER IV (BUDGET OFFICER II)

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INCLUSIVE DATES

4/17/2023 TO 4/20/2023

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☐ Not Requested

☐ Requested

JOSEPHINE SAPLA TAÑADA

(Signature of Applicant)

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4 days with pay

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others (specify)

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OIC PENR Officer