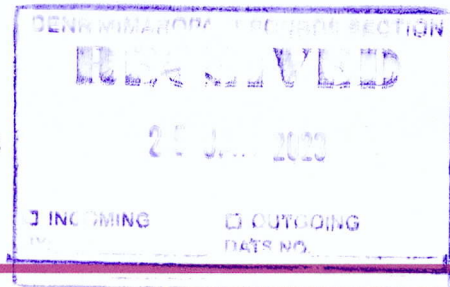




Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**



January 13, 2023

**MEMORANDUM**

**FOR : The Regional Executive Director  
DENR MIMAROPA Region**

**THRU : The Assistant Regional Director for Management Services**

**FROM : The OIC-PENRO Officer**

**SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL ABROAD**

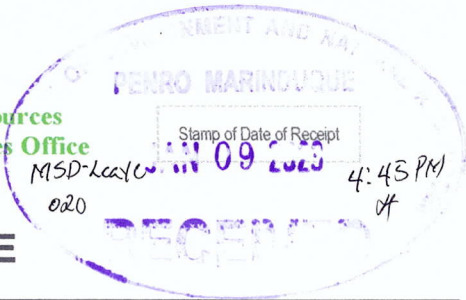
Respectfully forwarded is a letter of Administrative Officer I (Cashier I) Andrew E. Aldovino of DENR-PENRO, Boac, Marinduque dated January 9, 2023, requesting for an authority to travel abroad in Tokyo City, Japan from February 22-28, 2023.

Please be informed that the said travel is to take a trip with his family to visit their relative and friends living in Japan.

In view of his travel, rest assured that his absence of specific dates will not hamper the regular workflow of this Office where he is presently assigned.

For consideration and approval.

  
**IMELDA M. DIAZ**



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT  
Management Services Division

2. NAME :  
(Last) ALDOVINO  
(First) ANDREW  
(Middle) E.

3. DATE OF FILING  
January 9, 2023

4. POSITION  
Administrative Officer I

5. SALARY  
₱ 20,325.00

6.A TYPE OF LEAVE TO BE AVAILED OF  

☒ 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 (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 (R.A. No. 8552)

Others:

6.B DETAILS OF LEAVE  

In case of Vacation/Special Privilege Leave:  

☐ Within the Philippines

☒ Abroad (Specify) Japan

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

6.C NUMBER OF WORKING DAYS APPLIED FOR  
5 days  
INCLUSIVE DATES  
February 22;23;24;27 & 28, 2023

6.D COMMUTATION  

☐ Not Requested

☐ Requested

(Signature of Applicant)

7.A CERTIFICATION OF LEAVE CREDITS  
As of Nov. 2022  

	Vacation Leave	Sick Leave
Total Earned	16.638	8.50
Less this application	5.00	
Balance	11.638	8.50

EDEN P. PALACIOS  
Administrative Officer IV

7.B RECOMMENDATION  

☒ For approval

☐ For disapproval due to

GEMMA P. DELOS REYES  
Officer-in-Charge, Office of the MSD

7.C APPROVED FOR:  
5 days with pay ✓  
days without pay  
others (Specify)

7.D DISAPPROVED DUE TO:

IMELDA M. DIAZ  
OIC-PENR Officer



1. OFFICE/DEPARTMENT Management Services Division		2. NAME : (Last) ALDOVINO		(First) ANDREW		(Middle) E.													
3. DATE OF FILING January 9, 2023		4. POSITION Administrative Officer I		5. SALARY ₱ 20,325.00															
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  In case of Vacation/Special Privilege Leave: <input type="checkbox"/> Within the Philippines _____ <input checked="" type="checkbox"/> Abroad (Specify) <u>JAPAN</u>  In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____  In case of Special Leave Benefits for Women: (Specify Illness) _____  In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave															
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>5 days</u>  INCLUSIVE DATES <u>February 22;23;24;27 &amp; 28, 2023</u>				6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested  _____ (Signature of Applicant)															
7. DETAILS OF ACTION ON APPLICATION																			
7.A CERTIFICATION OF LEAVE CREDITS As of <u>Nov. 2022</u> <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td><u>14.63%</u></td><td><u>8.50</u></td></tr><tr><td>Less this application</td><td><u>5.00</u></td><td></td></tr><tr><td>Balance</td><td><u>11.63%</u></td><td><u>8.50</u></td></tr></table> <u>EP</u> EDEN P. PALACIOS Administrative Officer IV					Vacation Leave	Sick Leave	Total Earned	<u>14.63%</u>	<u>8.50</u>	Less this application	<u>5.00</u>		Balance	<u>11.63%</u>	<u>8.50</u>	7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  _____ GEMMA P. DELOS REYES Officer-in-Charge, Office of the MSD			
	Vacation Leave	Sick Leave																	
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7.C APPROVED FOR: <u>5</u> days with pay <input checked="" type="checkbox"/> _____ days without pay _____ others (Specify)				7.D DISAPPROVED DUE TO: _____ _____ _____															
<div>IMELDA M. DIAZ OIC-PENRO Officer</div>																			

January 9, 2023

**IMELDA M. DIAZ**  
OIC, PENR Officer  
DENR PENRO Marinduque  
Boac, Marinduque

Dear Madam:

This is to respectfully request from your good office for a travel permit to Tokyo City, Japan on February 22-28, 2022 (5 working days). The purpose of my travel is to take a trip with my family to visit our relative and friends living in Japan.

I am sincerely hoping that this request will merit your favorable action. I have also filed my application for leave on the said dates, for your reference and approval.

Thank you and more power.

Respectfully yours,

**ANDREW E. ALDOVINO**  
Administrative Officer I

Noted by:

**GEMMA P. DELOS REYES**  
In-Charge, Mgmt. Services Division

MSD/Admin Chief  
Do we need to  
endorse this to  
R.O. for issuance  
of Travel Authority  
or no need for it?  
By

January 9, 2023

**IMELDA M. DIAZ**  
OIC, PENR Officer  
DENR PENRO Marinduque  
Boac, Marinduque

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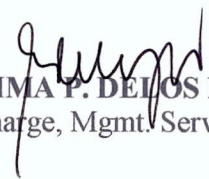
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Thank you and more power.

Respectfully yours,

  
**ANDREW E. ALDOVINO**  
Administrative Officer I

Noted by:

  
**GEMMA P. DELOS REYES**  
In-Charge, Mgmt. Services Division