



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region *esr*

OUTGOING

Received by: *[Signature]*
Date: JUN 22 2023

June 19, 2023

MEMORANDUM

FOR : **The Regional Executive Director
DENR MIMAROPA Region
1515 L & S Building, Roxas Blvd.,
Ermita, Manila**

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

FROM : **The PENR Officer**

SUBJECT : **SUBMISSION OF SERVICE RECORD AND CERTIFICATE OF
LEAVE CREDITS FOR OPTIONAL RETIREMENT OF MR.
ARVIN O. CASA II EFFECTIVE JANUARY 1, 2022**

Respectfully submitting the following documents in support for the application of
Optional Retirement of Mr. Arvin O. Casa II.

1. Certification of Leave Credits
2. Service Record

For your consideration and approval.

[Signature]
THELMO S. HERNANDEZ
[Initials]



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that as shown from the records of this Office, **ARVIN O. CASA II**
Engineering Aide, has the following accumulated leave credits as of December 31, 2021

VACATION LEAVE	-	60.186
SICK LEAVE	-	136.500
TOTAL	-	196.686

Issued this 4th day of January 2022 for whatever legal purpose it may serve.


GEMMA F. FALLARIA
AO IV (HRMO II)

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
 Provincial Environment and Natural Resources Office
 Odiongan, Romblon

LEAVE CARD

NAME: ARVIN O. CASA II
DATE OF BIRTH: September 10, 1960
1ST DAY OF SERVICE: July 1, 1985

POSITION AND DATE OF ORIGINAL APPOINTMENT: Engineering Aide
PRESENT PLACE OF ASSIGNMENT: DENR-PENRO, ROMBLON

PERIOD	PARTICULARS		VACATION LEAVE			SICK LEAVE			REMARKS
	BALANCE BROUGHT FORWARD	EARNED	Absence under time W/ PAY	BALANCE	Absence under time w/o Pay	EARNED	Absence under time W/ PAY	BALANCE	
Jan. 2015-Dec. 2015	AS OF DECEMBER 2014			65,630				79,500	
JANUARY		1.25		66,880		1.25		80,750	
FEBRUARY		1.25		68,130		1.25		82,000	
MARCH		1.25		69,380		1.25		83,250	
APRIL		1.25		70,630		1.25		84,500	
MAY		1.25		71,880		1.25		85,750	
JUNE		1.25		73,130		1.25		87,000	
JULY		1.25		74,380		1.25		88,250	
AUGUST		1.25		75,630		1.25		89,500	
SEPTEMBER		1.25		76,880		1.25		90,750	
OCTOBER		1.25		78,130		1.25		92,000	
NOVEMBER		1.25		79,380		1.25		93,250	
DECEMBER	05-00-00 FL (disapproved)	1.25	20	80,630		1.25	10	94,500	FL (12/21-23,28-29/15)
TOTAL				60,630				84,500	30days Monetization
2016									
JANUARY		1.25		61,880		1.25		85,750	
FEBRUARY		1.25		63,130		1.25		87,000	
MARCH		1.25		64,380		1.25		88,250	
APRIL	00-00-03 UT	1.25	0.006	65,624		1.25		89,500	
MAY		1.25		66,874		1.25		90,750	
JUNE		1.25		68,124		1.25		92,000	
JULY		1.25		69,374		1.25		93,250	
AUGUST		1.25		70,624		1.25		94,500	
SEPTEMBER	03-00-00 SPL	1.25	(3)	71,874		1.25		95,750	SPL (9/7-9/16)
OCTOBER		1.25		73,124		1.25		97,000	
NOVEMBER		1.25		74,374		1.25		98,250	
DECEMBER	30-00-00 monetization of leave	1.25	30	45,624		1.25		99,500	30 days Monetization
TOTAL	05-00-00 FL (disapproved)	(5)		45,624				99,500	FL (12/22,23,27-29/16)
2017									
JANUARY	01-03-19 UT	1.25	1.415	45,459		1.25		100,750	
FEBRUARY		1.25		46,709		1.25		102,000	

MARCH		1.25		47.959	1.25		103.250	
APRIL	05-00-00 VL	1.25	5	44.209	1.25		104.500	VL(4/17-21/17)
MAY		1.25		45.459	1.25		105.750	
JUNE		1.25		46.709	1.25		107.000	
JULY		1.25		47.959	1.25		108.250	
AUGUST		1.25		49.209	1.25		109.500	
SEPTEMBER		1.25		50.459	1.25		110.750	
OCTOBER		1.25		51.709	1.25		112.000	
NOVEMBER	30-00-00 monetization of leave	1.25		52.959	1.25	30	83.250	30days Monetization
DECEMBER		1.25		54.209	1.25		84.500	
TOTAL				54.209			84.500	
2018								
JANUARY		1.25		55.459	1.25		85.750	
FEBRUARY		1.25		56.709	1.25		87.000	
MARCH		1.25		57.959	1.25		88.250	
APRIL		1.25		59.209	1.25		89.500	SL(4/2/18)
MAY		1.25		60.459	1.25		90.750	SL(5/7/18)
JUNE		1.25		61.709	1.25		92.000	
JULY	00-00-01 UT	1.25	0.002	62.957	1.25		93.250	
AUGUST		1.25		64.207	1.25		94.500	
SEPTEMBER		1.25		65.457	1.25		95.750	
OCTOBER		1.25		66.707	1.25		97.000	
NOVEMBER		1.25		67.957	1.25		98.250	
DECEMBER	05-00-00 FL (disapproved)	1.25	(5)	69.207	1.25		99.500	FL 12/17-21
TOTAL	03-00-00 SPL		(3)	69.207			99.500	SPL(12/26-28/18)
2019								
JANUARY		1.25		70.457	1.25		100.750	
FEBRUARY		1.25		71.707	1.25		102.000	
MARCH		1.25		72.957	1.25		103.250	
APRIL	06-00-00 SL	1.25		74.207	1.25	6	98.500	SL(4/10-12,15-17/19)
MAY		1.25		75.457	1.25		99.750	
JUNE		1.25		76.707	1.25		101.000	
JULY		1.25		77.957	1.25		102.250	
AUGUST	00-00-03 UT	1.25	0.006	79.201	1.25		103.500	
SEPTEMBER	30-00-00 monetization of leave	1.25	30	50.451	1.25		104.750	30 days Monetization
OCTOBER		1.25		51.701	1.25		106.000	
NOVEMBER		1.25		52.951	1.25		107.250	
DECEMBER	05-00-00 FL (disapproved)	1.25	(5)	54.201	1.25		108.500	FL(12/19-20,23,26-27/19)
TOTAL				54.201			108.500	
2020								
JANUARY		1.25		55.451	1.25		109.750	
FEBRUARY		1.25		56.701	1.25		111.000	
MARCH		1.25		57.951	1.25		112.250	
APRIL		1.25		59.201	1.25		113.500	
MAY		1.25		60.451	1.25		114.750	
JUNE		1.25		61.701	1.25		116.000	
JULY	14-00-00 monetization of leave	1.25	14	48.951	1.25		117.250	14 days Monetization
AUGUST		1.25		50.201	1.25		118.500	
SEPTEMBER	03-00-00 SPL	1.25	(3)	51.451	1.25		119.750	SPL(9/9-11/20)
OCTOBER	00-00-07 UT	1.25	0.015	52.686	1.25		121.000	
NOVEMBER		1.25		53.936	1.25		122.250	

DECEMBER	05-00-00 FL	1.25	5	50.186		1.25		123.500		FL(12/21-23,28-29)
				50.186						
2021										
JANUARY		1.25		51.436		1.25		124.750		
FEBRUARY		1.25		52.686		1.25		126.000		
MARCH	02-00-00 SL	1.25		53.936		1.25	2	125.250		SL(3/17,19)
	05-00-00 FL		5	48.936				125.250		FL(3/22-26)
APRIL		1.25		50.186		1.25		126.500		
MAY		1.25		51.436		1.25		127.750		
JUNE	14 days Quarantine Leave	1.25		52.686		1.25		129.000		14 days Quarantine Leave
JULY	June 20-July 4, 2021	1.25		53.936		1.25		130.250		June 20-July 4, 2021
AUGUST		1.25		55.186		1.25		131.500		
SEPTEMBER		1.25		56.436		1.25		132.750		
OCTOBER		1.25		57.686		1.25		134.000		
NOVEMBER		1.25		58.936		1.25		135.250		
DECEMBER	03-00-00 SPL	1.25	(3)	60.186		1.25		136.500		SPL(12/23, 27, 28)
				TOTAL 196.686						

This is to certify that the above entries/records of leave credits are true and correct.


GEMMA F. FALLARIA
 Administrative Officer IV/HRMO II