



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

June 9, 2023

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

FROM : The OIC-PENR Officer
Calapan City, Oriental Mindoro

SUBJECT : REQUEST FOR PERSONAL TRAVEL AUTHORITY

Forwarded is a memorandum from Administrative Officer IV (Budget Officer II) Marites B. Landicho of PENR Office, Calapan City, Oriental Mindoro on her request for personal travel authority on September 2-5, 2023 for a family visit in Singapore.

For consideration and approval.


ALAN L. VALLE



Tracking No. 2306000131

FN:msd/ad/Buena

Ilang-Ilang St. Suqui, Calapan City Oriental Mindoro
DENR Contact Nos. (043)288-3017, Tel Fax. 288-3006



Republic of the Philippines
Provincial Environment and Natural Resources
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DENR PENRO ORIENTAL MINDORO		2. NAME (Last) (First) (Middle) LANDICHO MARITES BAUTISTA													
3. DATE OF FILING June 8, 2023	4. POSITION Administrative Officer Iv (Budget Officer II)		5. SALARY Php 36,619.00												
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"/> Adoptation Leave (RA No. 8552) <i>Others:</i> _____		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input checked="" type="checkbox"/> Abroad (Specify): Singapore <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In Case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR Two (2) days INCLUSIVE DATES September 4 and 5, 2023		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align:right">MARITES B. LANDICHO (Signature of Applicant)</div>													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of May 31, 2023 <table border="1" style="width:100%"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>34.188</td><td>93.458</td></tr><tr><td>Less this application</td><td>2.000</td><td>-</td></tr><tr><td>Balance</td><td>32.188</td><td>93.458</td></tr></table> <div style="text-align:center">BUENA P. FLORIDA Administrative Officer IV</div>			Vacation Leave	Sick Leave	Total Earned	34.188	93.458	Less this application	2.000	-	Balance	32.188	93.458	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ _____ _____ <div style="text-align:right">LORMELYN E. CLAUDIO, CESO,IV Regional Executive Director</div>	
	Vacation Leave	Sick Leave													
Total Earned	34.188	93.458													
Less this application	2.000	-													
Balance	32.188	93.458													
7.C APPROVED FOR: <input checked="" type="checkbox"/> days with pay _____ days without pay _____ others (Specify) _____		7.D DISAPPROVED DUE TO: _____ _____ _____													
HIRO V. MASUDA, DBA, CESO III Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives															



REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: **MARITES B. LANDICHO**

Plantilla Position/Designation: **Administrative Officer IV (Budget Officer II)**

Plantilla Assignment: **DENR – MIMAROPA Region**

Present Station: **DENR PENRO, Calapan City, Oriental Mindoro**

Office Address: **Suqui, Calapan City, Oriental Mindoro**

Contact Number: **09454866580**

Email Address: **tessblandicho@gmail.com**

Duration of travel: **September 2-5, 2023**

Destination: **Singapore**

Purpose: (please check)

☒ Vacation

☐ Tour

☐ Others :

☐ Pilgrimage/Religious activity

☐ Medical purpose

Type of Leave of Absence: **Vacation Leave**

Duration: **September 4-5, 2023**

Clearance required? ☒ no

(if more than 30 days) ☐ yes Approving authority : _____

I hereby certify that absence will not hamper the operational efficiency of the office.:

ALAN L. YALLE
Name of Certifying Officer

PENR Officer
Position/Designation

I 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 02032020



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

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENRO TRACKING NO.	
RECEIVED BY	<i>[Signature]</i>
DATE	JUN 08 2023
TIME	

June 8, 2023

MEMORANDUM

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

THRU : **The OIC, PENR Officer**
Calapan City, Oriental Mindoro

FROM : Administrative Officer IV (Budget Officer II)
MARITES B. LANDICHO

SUBJECT : **REQUEST FOR PERSONAL TRAVEL AUTHORITY**

May I request for a personal travel authority on September 2 to 5, 2023 for a family visit in Singapore.

I am hoping for your consideration regarding this matter.

[Signature]
MARITES B. LANDICHO



Republic of the Philippines
Department of Environment and Natural Resource
MIMAROPA Region
Provincial Environment and Natural Resources Office

CERTIFICATION

This is to certify that the personal travel abroad to Singapore on September 2 to 5, 2023 of Budget Officer II Marites B. Landicho of the Management Services Division, DENR PENRO Oriental Mindoro shall not hamper the operational efficiency of the office.

This certification is issued in consonance with the Memorandum from the Executive Secretary dated January 3, 2018 re: Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department.


MARICEL V. SUPLEO
Chief, Mgt. Services Division 

[Print Itinerary](#)

✓ Confirmed

Thank you. Your transaction was successful.

BOOKING DATE

May 22, 2023

BOOKING REFERENCE NO.

RDRCUV



Scan QR Code to check in

Flight Details

MNL – SIN

02 Sep 2023 - 05:40 AM - 09:25 AM

02 Sep 2023

05:40 AM

3h 45m

✈ FLIGHT NO. 5J 813

DEPARTURE

Manila

Ninoy Aquino International Airport - Terminal 3

ARRIVAL

Singapore

Singapore Changi Airport - Terminal 4

SIN – MNL

05 Sep 2023 - 06:55 PM - 11:10 PM

05 Sep 2023

06:55 PM

4h 15m

05 Sep 2023

11:10 PM

✈ FLIGHT NO. 5J 806

DEPARTURE

Singapore

Singapore Changi Airport - Terminal 4

ARRIVAL

Manila

Ninoy Aquino International Airport - Terminal 3

Flight operated by:



Cebu Pacific



Cebgo

Guest Details

MS. Teodora Tropia

Adult

MNL ✈ SIN

GO Basic

SIN ✈ MNL

GO Basic

MS. Marites Landicho

Adult

MNL ✈ SIN

GO Basic

SIN ✈ MNL

GO Basic