



Republic of the Philippines  
**Department of Environment and Natural Resources**  
MIMAROPA Region  
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE  
National Road, Brgy. Sto. Niño, Sablayan, Occidental Mindoro  
E-mail: [cenrosablayan@denr.gov.ph](mailto:cenrosablayan@denr.gov.ph)

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July 5, 2023

**MEMORANDUM**

**FOR** : The Regional Executive Director  
1515 L&S Bldg. Roxas Blvd.

**THRU** : The PENR Officer  
DENR, Mamburao, Occidental Mindoro

**FROM** : The CENR Officer

**SUBJECT** : **REQUEST FOR PERSONAL TRAVEL AUTHORITY OF  
LAND MANAGEMENT OFFICER-I TOMAS C. RENDON,  
III TO HAWAII, U.S.A FROM AUGUST 15, 2023 TO  
SEPTEMBER 1, 2023**

This pertains to the request of Land Management Officer I Tomas C. Rendon, III for an authority to travel abroad in Hawaii, U.S.A from August 15, 2023 to September 1, 2023 on a leave without pay.

In this regard, please be informed that this office interposes no objection appertaining to said request of LMO-I Tomas C. Rendon, III as the propose travel will not be hamper the operation of the office and will not entail any cost to the government because all expenses shall be borne personally by the employee.

For your information, consideration and approval.

  
FOR. ANASTACIO A. SANTOS, MPA




Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
Region IV-MIMAROPA  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

July 5, 2023

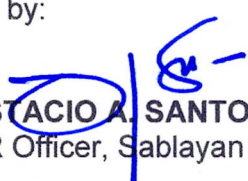
### **CERTIFICATION**

This is to certify that the personal travel abroad to Hawaii, U.S.A. on August 15, 2023 to September 1, 2023 of Land Management Officer I **Tomas C. Rendon, III** of the Monitoring and Enforcement Section of DENR CENRO Sablayan shall not hamper the operational efficiency of the office.

This certification is issued in consonance with the Memorandum from the Executive Secretary dated January 03, 2018 re: Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department.

  
**ARISTON S.J. RAMOS**  
Chief, EMS CENRO Sablayan

Noted by:

  
**ANASTACIO A. SANTOS**  
CENR Officer, Sablayan

Brgy. Sto. Nino, Sablayan, Occidental Mindoro



**Republic of the Philippines**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
Region IV-MIMAROPA  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Brgy. Sto. Nino, Sablayan, Occidental Mindoro

July 5, 2023

**MEMORANDUM**

**FOR** : The OIC-PENR Officer  
Mamburao, Occidental Mindoro

**THRU** : The CENR Officer  
Sablayan, Occidental Mindoro

**FROM** : Land Management Officer I

**SUBJECT** : **REQUEST FOR PERSONAL TRAVEL AUTHORITY TO HAWAII, U.S.A. FROM AUGUST 15, 2023 TO SEPTEMBER 1, 2023**

I am respectfully requesting for an authority to travel abroad as tourist on Leave without pay to Hawaii, U.S.A. from August 15, 2023 to September 1, 2023 for the reason of taking care of my sick mother for the said date.

This personal travel will not entail any cost to the government as the expenses thereof shall be borne personally.

For your information, consideration and approval.

  
**TOMAS C. RENDON, III**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Sablayan, Occidental Mindoro

**APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT <b>CENRO SABLAYAN</b>	2. NAME : (Last) <b>RENDON</b> (First) <b>TOMAS, III</b> (Middle) <b>CARBONELL</b>	
3. DATE OF FILING <b>JULY 5, 2023</b>	4. POSITION <b>LAND MANAGEMENT OFFICER I</b>	5. SALARY

**6. DETAILS OF APPLICATION**

**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** (RANo. 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 No. 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 Leave** (Sec 55, Rule XVI, Omnibus 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):** **HONOLULU, HAWAII**

*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**  
**FOURTEEN (14) DAYS**

INCLUSIVE DATES

**AUG. 15-18, 21-25, 28-31 AND SEP. 1, 2023**

**6.D COMMUTATION**

- ☐ **Not Requested**  
☐ **Requested**

**TOMAS C. RENDON III**  
Signature of Applicant

**7. DETAILS OF ACTION ON APPLICATION**

**7.A CERTIFICATION OF LEAVE CREDITS**

As of \_\_\_\_\_

	Vacation Leave	Sick Leave
Total Earned	0	0
Less this application		
Balance	0	0

\_\_\_\_\_  
LMO I/ Administrative Officer

**7.B RECOMMENDATION**

- ☐ **For Approval**  
☐ **For disapproval due to** \_\_\_\_\_

**ISAIAS M. GUIMOD**  
DMO IV/Deputy CENRO

**7.C APPROVED FOR:**

\_\_\_\_\_  
days with pay  
\_\_\_\_\_  
days without pay  
\_\_\_\_\_  
others (Specify)

**7.D DISAPPROVED DUE TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR. ANASTACIO A. SANTOS, MPA**  
CENR Officer



**REQUEST FOR PERSONAL TRAVEL AUTHORITY**

Name of Employee: **TOMAS C. RENDON III**

Plantilla Position/Designation: **LAND MANAGEMENT OFFICER I**

Plantilla Assignment: **DENR – MIMAROPA Region (CENRO Sablayan, Occidental Mindoro)**

Present Station: **CENRO Sablayan, Occidental Mindoro**

Office Address: **Brgy. Sto. Nino, Sablayan, Occidental Mindoro**

Contact Number: **09512325663** Email Address: **icrendon@yahoo.com**

Duration of travel: **August 15, 2023 to September 1, 2023**

Destination: **Honolulu, Hawaii, USA**

Purpose: (please check)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Vacation | <input type="checkbox"/> Pilgrimage/Religious activity |
| <input type="checkbox"/> Tour                | <input type="checkbox"/> Medical purpose               |
| <input type="checkbox"/> Others :            |  |

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

Duration: **August 15, 2023 to September 1, 2023**

Clearance required? ☒ no

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

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

  
**ANASTACIO A. SANTOS**  
Name of certifying officer

**CENRO Sablayan, Occidental Mindoro**  
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:


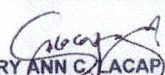


**MA. CRISTINA C. RENDORIO**  
Chief, Personnel Section  
Focal Person on Personal Travel Authority  
/bah 07042023



OFFICE CLEARANCE

JUNE 21, 2023  
Date

NAME: <u>TOMAS C. RENDON, III</u>		FIRST DAY OF SERVICE: <u>OCTOBER 01, 2015</u>	
POSITION: <u>Land Management Officer I</u>		PURPOSE: <u>TRAVEL ABROAD</u>	
DIVISION/OFFICE: <u>CENRO SABLAYAN</u> <u>OCCIDENTAL MINDORO</u>		EFFECTIVE DATE: _____	

OFFICE/UNIT	A C C O U N T A B I L I T Y				CLEARED BY
	TYPE	NONE	FOR SETTLEMENT	AMOUNT/REMARKS	
1. Employee's Division/Office	Work Assignment	( )	( )		 ANASTACIO A. SANTOS CENRO
	Others	( )	( )		
2. Bureau/Off. Prior to Reorg.	Work Assignment	( )	( )		Director
	Financial/ Properties	( )	( )		
3. Personnel Division	Absences w/o pay	( )	( )		
	ID Card	( )	( )		
	Personnel Records	( )	( )		
4. Legal	Administrative Case				Chief, PID
5. Personnel Investigation Committee	Administrative Case	( )	( )		Chief, PIC
6. Career Development	Local Scholarship	( )	( )		Chief, Career Dev't. Division
7. DENR Foreign Scholarship Committee	Foreign Scholarship	( )	( )		Chairman
8. Records Division	Records	( )	( )		 MERRY ANN C. LACAP LMO I OIC-Records Officer
9. Library	Books/Magazine	( )	( )		Chief, Librarian
10. Gen. Services					 CAROLINA A. DAPITO Credit Officer/Supply Officer
11. Cashier	Property	( )	( )		AO I (Cashier I)
	Salary Overpayments	( )	( )		
12. Accounting	Loans	( )	( )		Accountant III
	Cash Collection	( )	( )		
	Bond/Cash Advance	( )	( )		
	Unliq. Travel	( )	( )		
	Acctg. Receivable	( )	( )		
	Other Accounts	( )	( )		
13. Multi-Purpose Cooperative	Loans	( )	( )		Chairman
14. DENREU	Loans	( )	( )		Pres./Chairman
15. FOSLA	Loans	( )	( )		Manager/Admin. Officer
16. LAND BANK	Loans	( )	( )		General Manager
17. Project HOPE	Loans	( )	( )		Housing Proj. Coordinator
18. Quedancor	Loans	( )	( )		General Manager
TOTAL					
Approved and Cleared by:  ANASTACIO A. SANTOS CENR Officer					June 21, 2023 Date



## My Trip

**TUE, AUG 15, 2023** - Manila (MNL) to Honolulu (HNL) - Confirmed ✓



Philippine Airlines Inc (PR) 100  
Confirmation Number: 6KI76V

DEPART 5:10 PM MNL  
NON STOP  
ARRIVE 9:50 AM HNL  
10H 40M

**PASSENGERS**

RENDON, TOMAS III

Class Of Service: Economy

**AIRPORT INFO**

Ninoy Aquino Intl (MNL)  
Manila, PH  
Terminal 1

to

Daniel K Inouye Intl Airport (HNL)  
Honolulu, HI, US  
Terminal 2

**FLIGHT INFO**

Airbus A330-300  
Dinner

**THU, AUG 31, 2023 - FRI, SEP 01, 2023** - Honolulu (HNL) to Manila (MNL) - Confirmed ✓



Philippine Airlines Inc (PR) 101  
Confirmation Number: 6KI76V

DEPART 11:35 AM HNL  
NON STOP  
ARRIVE <sup>+1</sup> 4:25 PM MNL  
10H 50M

**PASSENGERS**

RENDON, TOMAS III

Class Of Service: Economy

**AIRPORT INFO**

Daniel K Inouye Intl Airport (HNL)  
Honolulu, HI, US  
Terminal 2

to

Ninoy Aquino Intl (MNL)  
Manila, PH  
Terminal 1

**FLIGHT INFO**

Airbus A330-300  
Lunch

## Help

Your Reservation Code: 4Z40TT

**CLASSIC TRAVELHAUS INC**

U13 Penthouse Level Creekside Amorsol  
Makati City, 1230  
Philippines

**Phone**

63284260445 CLASSIC TRAVELHAUS-LIEZAH