July 6, 2023

#### **MEMORANDUM**

**FOR** 

The Regional Executive Director

**DENR MIMAROPA Region** 

**THRU** 

The Assis

The Assistant Regional Director for Management Services

**FROM** 

.

:

:

The OIC-PENR Officer

SUBJECT

REQUEST FOR AUTHORITY TO TRAVEL ABROAD

Respectfully forwarded is a letter of Administrative Officer I Andrew E. Aldovino of DENR-PENRO, Boac, Marinduque dated July 4, 2023, requesting for an authority to travel abroad in Bangkok, Thailand from September 2-6, 2023.

Please be informed that the purpose of said travel is to take a trip with his family in Thailand.

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

For consideration and approval.

IMELDA M. DIAZ

Email: penromarinduque@denr.gov.ph



### Republic of the Philippines

Department of Environment and Natural Resources Provincial Environment and Natural Resources Office Rose, Marindrease

Stamp of Date of Recept

APPLICATION FOR LEAVE

Management Services Division ALS  3 DATE OF FILING July 4, 2023 4 POSITION	Administrative Officer 1 5 SALARY \$ 20,325.00		
	OF APPLICATION		
6 A TYPE OF LEAVE TO BE AVAILED OF	6 B DETAILS OF LEAVE		
O Vacation Leave the St Sweets Combined in the section and the section of Combined in the section of C	In case of Vacation/Special Privilege Leave		
Mandatory/Forced Leaver see 2: Few Key Control of the representing Culture     Sick Leaver see at the and three to be a property of the control of the	Within the Philippines		
	Abroad (Specify)		
Maternity Leave (%) is 11219 790 sepreny USC DOCK unsurding     Paternity Leave (% A rec 85% DOCK white (% ) 1138 sharehold.	In case of Sick Leave		
Special Privilege Leave that 21 flow on province there enversely 21 flow on	☐ In Hospital (Specify Illness)		
Solo Parent Leave switch to the switch and switch	Out Patient (Specify illness)		
Stedy Leave (Sec. 36 Stre. 59), Charles to the Incommentary (10 pm. 20).			
CI 10-Day VAWC Leave IRX 18, 8601 050 MC Re-15 1, 2868	In case of Special Leave Benefits for Women:		
Rehabilitation Privilege Section was Committee and Section (Committee of Committee of Commi	(Specify illness)		
U Special Leave Benefits for Worgen (PALS), 8103 903 WORGES (1980)			
☐ Special Emergency (Calamity) Leave (27, with 2 - 200 is a wide)	In case of Study Leave		
C Adoption Leave was to 200	☐ Completion of Master's Degree		
	BAR/Board Examination Review     Other ourpose		
Others	Monetization of Leave Credits		
	D. Terminal Leave     Terminal Leave		
6.0 NUMBER OF WORKING DAYS APPLIED FOR			
3 days	6 D COMMUTATION		
INCLUSIVE DATES	Not Requested		
September 1, 4, 5, 2023	G Requested		
	(Signature of Applicant)		
7. DETAILS OF ACT	TION ON APPLICATION		
7 A CERTIFICATION OF LEAVE CREDITS			
As, Same 2020	7 8 PECOMMENDATION		
Vacation Leave Sick Leave	♥ For approval		
Total Earned 17.388 9.250	For disapproval due to		
Less fins application Balance (7.388 9.250			
CAD	9.1/		
EDEN P. PALACIOS	GEMMA P. DELOS REYES		
Administrative Officer IV	Officer in Charge, Office of the MSD		
7 C APPROVED FOR:			
days with pay 5P4 days without pay	7.D. DISAPPROVED DUE TO		
others (Specify)			
L	Digitally signed by Dlaz		
	Imelda   Mendoza		
OIC-PEN	M. DIAZ  IR Officer to the emissional of this document is to digital forest.		

Cardinad Der





Republic of the Philippines

JURONMENT AND NA PENRO MARRIDUQUE

370

# APPLICATION FOR LEAVE

OFFICE/DEPARTMENT 2 NA	AME (Last)	(First)	(Middle)	
Management Services Division	ALDOVING	ANDREW	E.	
3 DATE OF FILING July 4, 2023 4 P	OSITION Adm	inistrative Officer I	5 SALARY P 20,325.00	
6.	DETAILS OF AP	PLICATION	alipe and the American and the Authorite through the age about the filter the control of the great year and the	
6 A TYPE OF LEAVE TO BE AVAILED OF		6 B DETAILS OF LEAVE		
Vacation Leave that the way or product the end presenting f		in case of Vacation/Special Privilege Leave		
© Mandatory/Forced Leave;pic is the No District Mass to		D Within the Philippine	es	
G. Sick Leave had 49 this by Leaving Rise Impercently (1) N		☐ Abroad (Specify)		
Cr. Maternay Leave 5 and other office asserts, 250 px at sec-		In case of Sick Leave		
Conternity Leave (4.4 to 444 rejor 18 reg 1 is 1986 to small	sisker)	☐ In Hospital (Specify Illness)		
<ol> <li>Special Privilege Leave the To Role for universities in:</li> </ol>		<ul> <li>Out Patient (Specific</li> </ul>	y filness)	
D. Solo Parent Leave has the entering Multiple 4 204.				
D. Study Lewise (Sec. 66 Paper XV), Devices (To be implementing C.D.		In case of Special Leave Benefits for Women:		
T 10-Day VAWC Leave RX http://doi.org/10.100/1000		(Specify Illness)		
Cl. Rehabilitation Privilege Sector Reserve Combin Patricip				
Special Leave Benefits for Women (News, 1990-1992)		In case of Study Leave:		
Special Emergency (Calamity) Leave the Moha Zie		D Completion of Master's Degree		
Q Adoption Leave 10 A No. 1650		D BAR/Board Examin	ation Review	
		Officer purpose  If Monetization of Leave Credits		
		□ Terminal Leave		
6 C NUMBER OF WORKING DAYS APPLIED FOR		6 D COMMUTATION  G Not Requested		
2 days				
INCLUSIVE DATES		D Requested	V4	
September 6 & 7, 2023				
			ature of Applicant)	
	ILS OF ACTION (	ON APPLICATION		
7 A CERTIFICATION OF LEAVE CREDITS  AND 444 444		TE RECOMMENDATION	V	
		M For approval		
	Sick Leave	For disapproval due	e to	
Less this application 2 600				
040 0	9 250	0 11.	• • • •	
EDEN P. PALACIOS		GEMMA	P. DELOS REYES	
Administrative Officer IV	Officer-in-Charge, Office of the MSD			
7 EL APPROVED FOR				
days with pay // days without pay		7 D DISAPPROVED BUI	E 10	
others (Specify)				
	V Ø s	Digitally agned by Diaz		
	()	melda Mendoza		
	OIC PENR OFFICE	or original	of this document is in the hear	





## Republic of the Philippines

# APPLICATION FOR LEAVE

1 OFFICE/DEPARTMENT 2 NAME . (Last)	(First) (Middle)					
Management Services Division ALDOVIII	NO ANDREW E.					
DATE OF FILING July 4, 2023 4 POSITION Add	ministrative Officer 1 5 SALARY P 20,325.00					
6. DETAILS OF APPLICATION						
8 A TYPE OF LEAVE TO BE AVAILED OF	8 8 DETAILS OF LEAVE					
Wasafion Leave Sec to hear 12 Greation have impremising a to building	In case of Vacation/Special Privilege Leave.					
<ul> <li>Mandatory/Forced Leave, her &amp; Five No Temporal Rules implementing Fib. (vi. 2011)</li> </ul>	☐ Within the Philippines					
Cl. Sick Leave (Sec. 20 Rise KV Compact Rules inches extracting Ed. 267	Abroad (Specify)					
Cl. Maternity Leave (Ris to to to the research one processed 585)	In case of Sick Leave					
D. Paternity Leave 3 and State Country in 1996 and presented	□ In Hospital (Specify Itiness)					
D. Special Privilege Leave (i.e. 21 Row 77 Privilege Special privilege Special privilege (i.e. 21 Row 77 Privilege Special privilege Special privilege Special privilege Special privilege (i.e. 21 Row 77 Privilege Special privilege Special privilege Special privilege Special privilege (i.e. 21 Row 77 Privilege Special privilege Special privilege Special privilege Special privilege (i.e. 21 Row 77 Privilege Special privilege Special privilege Special privilege Special privilege (i.e. 21 Row 77 Privilege Special privilege Special privilege Special privilege Special privilege (i.e. 21 Row 77 Privilege Special privilege Special privilege Special privilege Special privilege (i.e. 21 Row 77 Privilege Special privilege Spe	Out Patient (Specify Illness)					
D. Solo Parent Leave (Rains, 872) (pr. 54) (8, 8 a 200)						
D. Study Leave (Sec. 68 Hole No. Pendon River Imperior of Class 20)	In case of Special Leave Benefits for Women					
Cl. 10 Day VAWC Leave (RAIDS 8062 TOSL VC.00 THE C 8063)	(Specify Iffness)					
D. Rehabilitation Privilege See 55 Parents On Such has impresented to participate						
Di Special Leave Benefits for Women Page 900 (0.00 MCN) 25.5 Zero.	in case of Study Leave					
Cl. Special Emergency (Calamity) Leave (27 580785 2 v 205) as anaexison	□ Completion of Master's Degree					
Adoption Leave (A. b., 882)	☐ BAR/Board Examination Review					
	Other purpose.  D. Monetization of Leave Credits					
	□ Terminal Leave					
8 C NUMBER OF WORKING DAYS APPLIED FOR	6 D COMMUTATION					
2 days	D Not Requested					
INCLUSIVE DATES	□ Requested					
September 6 & 7, 2023	8/					
	(Signature of Applicant)					
7. DETAILS OF ACTION	ON APPLICATION					
7 A CERTIFICATION OF LEAVE CREDITS	7 B RECOMMENDATION					
As June 223	W For approval					
Vacation Leave Sick Leave Total Earned (1.3%) 9.250	☐ For disapproval due to					
Leas this application 2 40						
Balance /5.3x8 9.250	0					
8H.	GEMMA P. DELOS REVES					
Administrative Officer IV	Officer in Charge, Office of the MSD					
The ADDO OVER SO OF THE STATE O	Officer in Charge, Office of the MSD					
7.5 APPROVED FOR days with pay V <sup>2</sup> .	7 D. DISAPPROVED DUE TO:					
days without pay						
others (Specify)						
0 0	Digitally signed					
by Diaz						
IMELOA M. DIAMENDOZA						
OIC-PENR Officer						



July 6, 2023

#### **MEMORANDUM**

FOR

The Regional Executive Director

**DENR MIMAROPA Region** 

THRU

The Assistant Regional Director for Management Services

**FROM** 

.

:

The OIC-PENR Officer

**SUBJECT** 

REQUEST FOR AUTHORITY TO TRAVEL ABROAD

Respectfully forwarded is a letter of Administrative Officer I Andrew E. Aldovino of DENR-PENRO, Boac, Marinduque dated July 4, 2023, requesting for an authority to travel abroad in Bangkok, Thailand from September 2-6, 2023.

Please be informed that the purpose of said travel is to take a trip with his family in Thailand.

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

For consideration and approval.

IMELDA M. DIAZ



Republic of the Philippines Department of Environment and Natural Resources Provincial Environment and Natural Resources Office Boac, Marinduque

# PENRO MARINDURUE OFFICE OF THE PENRO RECEIVED BY: Grayuport DATE: 7 4 23

# PENRO DOCUMENT ACTION AND TRACKING SLIP

#### DOCUMENT INFORMATION

Document Category: Incoming

Document No.: 2023-IN-001792

Sender/s:

Andrew Aldovino

Originating Office:

Classification: Simple

Subject: Request for travel permit - Andrew Aldovino

Encoded By: Manoel Christian Munar

Document Type: Letter

Control Code:

Date & Time Received: 07/04/2023 02:52 PM

Address:

Is This Urgent?: Yes

HISTORY LOGS

DOC. FROM DOC. TO RECEIVED RELEASED RUNTIME ACTION TO BE TAKEN REMARKS **ATTACHMENTS**  Andrew 07/04/2023 07/04/2023 Imelda Diaz For evaluation and Aldovino 02:52 PM 02:53 PM comment/s. Imelda Diaz MSD For. 9.9.

emsp Admin. 07/06/23 07/06/23

Admir.,

Please endorse

Ty

July 4, 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 Bangkok, Thailand on September 2-6, 2023 (3 working days). The purpose of my travel is to take a trip with my family to visit Thailand.

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

Administrative Officer I

Noted by:

In-Charge, Mgmt. Services Division

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 Bangkok, Thailand on September 2-6, 2023 (3 working days). The purpose of my travel is to take a trip with my family to visit Thailand.

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. ALDOVING Administrative officer I

Noted by:

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





# Fwd: Your Itinerary Receipt for Booking No. FLLGNX

1 message

Deanne Alcala <deannealcala@gmail.com> To: andrew Aldovino <dreweuden17@gmail.com>

Tue, Jul 4, 2023 at 9:46 AM

- Forwarded message -

From: Cebu Pacific Air <no-reply@email.mycebupacific.com>

Date: Mon, 6 Mar 2023, 2:02 pm

Subject: Your Itinerary Receipt for Booking No. FLLGNX

To: <deannealcala@gmail.com>

View in browser | Add no-reply@email.mycebupa om to your address book to ensure that our email updates get to your



Let's fly every Juan





Your transaction was successful. See you on board soon!

BOOKING DATE

BOOKING REFERENCE NO.

March 06, 2023 FLLGNX For airport check-in use only



#### Flight Details

MNL-BKK

2 Sep 2023 1:30am

2 Sep 2023

BKK-MNL

6 Sep 2023

4:40am

6 Sep 2023

**→** 5J 931

**DEPARTURE** 

Manila - Ninoy Aquino International Airport Terminal 3

Bangkok - Suvarnabhumi International Airport

**>** 5J 932

DEPARTURE

Bangkok - Suvarnabhumi International Airport

Manila - Ninoy Aquino International Airport Terminal 3

Flight operated by:

Cebu Pacific

-- Cebgo

### Guest Details

Guest Details		
NAME MS deanne aldovino Adult	FLIGHT MNL - BKK	ADD-ONS Go Easy Seat Unassigned
	BKK - MNL	Go Easy Seat Unassigned
MR Andrew Aldovino Adult	MNL - BKK	Go Easy Seat Unassigned
	BKK - MNL	Go Easy Seat Unassigned
MR Dino Ceasar Alcala Adult	MNL - BKK	Go Easy Seat Unassigned
	BKK - MNL	Go Easy Seat Unassigned
MS marichu de castro Adult	MNL - BKK	Go Easy Seat Unassigned

BKK - MNL

Seat Unassigned

MR Asher Deon Aldovino

MNL - BKK Go Easy Seat Unassigned

BKK - MNL

Go Easy

#### **Pre-Flight Reminders**

#### Things to remember before your flight!



Sign up for a MyCebuPacific Account to manage your booking conveniently, up to two (2) hours before your scheduled time of departure.

As a member, you can make the following changes to your trip via the Manage Booking portal:

- Purchase prepaid baggage for all your travel essentials. Check updated baggage information <a href="https://example.com/here.co
- Purchase other add-ons like seats, meals, insurance, and more for a safe and convenient trip.
- Update guest details make sure your contact information is up-to-date so we can reach you for any changes to your flight
- Rebook your flight, as needed. Change fee and a minimal fare difference may apply.
- Submit a Special Service Request (e.g., wheelchairs, support animals, and more) for extra assistance.

Know more about MyCebuPacific membership here.



Check-in opens seven (7) days before your flight departure. Make sure to check in online to lessen queuing at the airport. Please take note that check-in and bag drop counters close one (1) hour before your flight.

Need more information? Check out FAQs here.

#### **Payment Details**

Payment Details				Fare Breakdown		
Status	Payment Method	Date	Transaction ID	Amount	Details Fare, Taxes and Fees:	Amount PHP 33,532.50
Approved	Credit / Debit Card	06 Mar, 2023	244216897	PHP 42,502.50	PH Passenger Service Charge Passenger Service Charge for National Government Passenger Service Charge-TH Advance Passenger Processing User Charge - TH PH PSC Value Added Tax International Arrival and Departure Fees - TH Base Fare ASF of DPSC/IPSC Administrative Fee Go Easy Bundle - Per Piece Add-Ons: Per Piece Checked Baggage Allowance (bundles) - 20 Kilos	PHP 9,990.00 PHP 1,741.05 PHP 500.00 PHP 5,540.90 PHP 554.10 PHP 208.95 PHP 237.50 PHP 270.00 PHP 300.00 PHP 3,500.00 PHP 10,690.00 PHP 8,970.00 PHP 0.00
					CEB Meals Insurance Seat Selection Fee	PHP 2,490.00 PHP 6,480.00 PHP 0.00

### **Add-Ons Reminders**

#### **CEB TravelSure**

Your policy document will be sent to the email you provided, for your review and safekeeping. For any changes in your flight or questions about your insurance, please contact Chubb Insurance directly.

#### **Fare Rules**

	GO Basic	GO Easy	GO Flexi
Conversion to Travel Fund is only available with CEB Flexi.			~
Check-in Baggage 20kgs baggage allowance.		~	~
Seats Included standard seat		~	~
Rebooking Allowed but change fee and fare difference may apply.	~	~	~
Name Correction  Allowed within 24 hours from time of booking (either first or last name only).	~	~	~

- No Show will forfeit fares and all other fees or will be considered flown.
   For applicable fees, taxes, and surcharges, please see the Fare Breakdown above. Carriage of passenger and baggage is subject to the Cebu Pacific's Conditions of Carriage approved by the Civil Aeronautics Board.