



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES**  
**REGION IV – MIMAROPA**

May 29, 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
DENR-MIMAROPA Region  
1515 DENR By the Bay Building, Roxas Blvd.,  
Brgy 668, Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : REQUEST FOR MONETIZATION OF LEAVE CREDITS OF  
CENR OFFICER EFREN L. DELOS REYES

Respectfully forwarding herewith is the request for monetization of thirty (30) leave credits of CENR Officer Efren L. Delos Reyes to be used for the medical support/assistance to his wife, whom will undergo Hysteroscopy with Endometrial Curettage and Polypectomy Dilation procedures.

Attached is the Request Letter, application of Leave – Monetization and the Medical Certificate of his wife.

For information and consideration.

For and in the Absence of OIC PENR Officer:

  
**ABE R. FRANCISCO**

Chief, Management Services Division



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

May 22, 2023

**FOR. ERNESTO E. TAÑADA**  
OIC-PENR Officer  
DENR-PENRO Occidental Mindoro  
Mamburao, Occidental Mindoro

Dear PENRO Tañada,

Isang maka-**KALIKASANG** pagbati po!

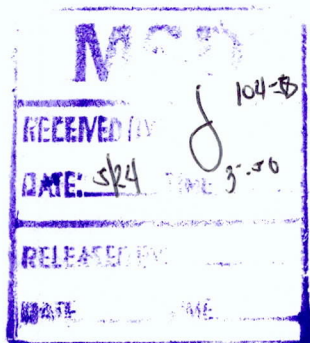
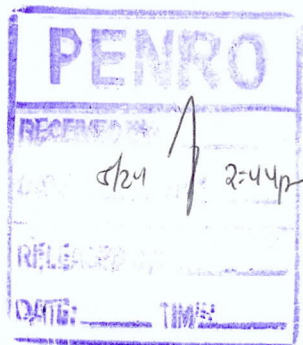
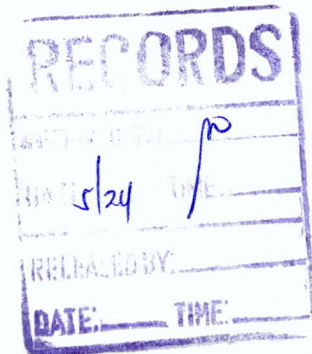
May I request for Monetization of my Thirty (30) days leave credits to be used for the medical support/assistance of my wife, Mrs. Gemma P. Delos Reyes whom will undergo *Hysteroscopy with Endometrial Curettage and Polypectomy Dilation* procedures.

Attached is the photocopy of the Medical Certificate from her Obstetrician Gynecologist, Evangeline F. Casa, MD., FPOGS.

Thank you for your kind consideration.

Sincerely yours,

**EFREN L. DELOS REYES**  
CENR Officer  
DENR-CENRO San Jose, Occidental Mindoro



Brgy. Labangan, San Jose, Occidental Mindoro  
Tel. Number (043) 457- 0236 / (043) 742-6627  
Email: [cenrosanjose@denr.gov.ph](mailto:cenrosanjose@denr.gov.ph)





# EVANGELINE F. CASAS, M.D., FPOGS

OBSTETRICIAN - GYNECOLOGIST

Mobile No. 0908-8622208

E-mail add: efcasas@stlukes.com.ph

## ST. LUKE'S MEDICAL CENTER

Rm. 504, Medical Arts Building  
E. Rodriguez Sr. Blvd., Quezon City  
Tel. No.: 8723-0101 loc. 6504

## PACIFIC GLOBAL MEDICAL CENTER

Rm. 302 Medical Arts Building  
Lot 2B Mindanao Avenue,  
Novaliches, Quezon City  
Tel. No.: 7901-4941 loc. 3302

## PROVIDENCE HOSPITAL

Rm. 7 & OG Rm. 1 6th floor OPD  
1515 Quezon Avenue  
West Triangle, Quezon City  
Tel. No.: 8558-6999 loc. 612

### CLINIC HOURS:

Monday to Friday: 9:00 am - 12:00 nn  
Saturday: 9:00 am - 2:00 pm

### CLINIC HOURS:

By Appointment  
Tue • Thurs • Sat.

### CLINIC HOURS:

Sun 10:00 am - 12:00 nn  
Tues • Wed 12:00 nn - 2:00 pm

## MEDICAL CERTIFICATE

To whom it may concern:

This is to certify that Gemma Dela Raza, 53 y/o

was seen and examined in my clinic on 5/18/2013 with the

following findings and/or

### Diagnosis:

To Consider Endometrial Polyp  
Myomeliom

### Recommendations:

for Hysteroscopy with Endometrial Curettage  
and Polypectomy OR Dilatation and Curettage

This certification is being issued upon the request of the patient for  
whatever purpose it may serve him / her except for medico legal purposes.

EVANGELINE O. FRANCISCO-CASAS, M.D.

LIC. NO.:

99773

PTR NO.:

S2 No.:



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

May 22, 2023

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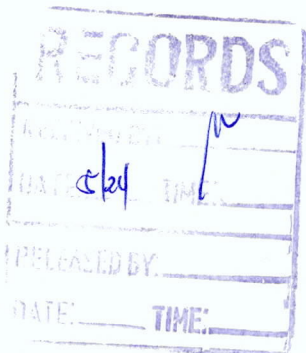
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Attached is the photocopy of the Medical Certificate from her Obstetrician Gynecologist, Evangeline F. Casa, MD., FPOGS.

Thank you for your kind consideration.

Sincerely yours,

**EFREN L. DELOS REYES**  
CENR Officer  
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**Recommendations:**

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LIC. NO.: **99773**

PTR NO.: \_\_\_\_\_

S2 No.: \_\_\_\_\_



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office  
Brgy. Labangan, San Jose, Occidental Mindoro

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT EMPLOYEE NO. **CENRO** 2. NAME (LAST) (FIRST) (MIDDLE)  
**DELOS REYES EFREN LABAYOG**  
3. DATE OF FILING: **05/24/2023** 4. POSITION: **CENRO** 5. SALARY **90,078.00**

6. DETAILS OF APPLICATION

6.A) TYPE OF LEAVE

- ☐ 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. 6187/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 EO 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 (RA No 8552)

Others:

**MONETIZATION**

6.B DETAILS OF LEAVE

*In Case of Vacation/Special Privilege Leave*

- ☐ Within the Philippines  
☐ Abroad (specify) \_\_\_\_\_

*In Case of Sick Leave*

- ☐ In Hospital (specify illness) \_\_\_\_\_  
☐ Out Patient (specify illness) \_\_\_\_\_

*In case of Special Leave Benefit 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  
**30 DAYS**

INCLUSIVE DAYS

6.D COMMUTATION

- ☐ Requested  
☐ Not Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

AS OF **MAY 1, 2023**

	Vacation Leave	Sick Leave
Total Earned	<u>53.370</u>	<u>154.960</u>
Less this application	<u>-</u>	<u>-</u>
Balance	<u>53.370</u>	<u>154.960</u>

**ABE R. FRANCISCO**

CHIEF AO, SCHIEF, MSD

9. B) RECOMMENDATION

- ☒ For approval  
☐ For disapproval due to \_\_\_\_\_

**DONNA MAYOR-GORDOVE, CESO IV**

ARD, Management Services

7.C APPROVED FOR:

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

7.D DISAPPROVED DUE TO:

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

**PERSONNEL  
RECEIVED**

**LORMELYN F. CLAUDIO, CESO IV**  
Regional Executive Director

BY: 4  
DATE: 05/24/23 TIME: 8:20





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office  
Brgy. Labangan, San Jose, Occidental Mindoro

APPLICATION FOR LEAVE

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BY: **4**  
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