



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

DENR MIMAROPA
RECORDS SECTION
RECEIVED

JUN 08 2023

☐ INCOMING ☐ OUTGOING
BY: _____ DAYS NO. _____
TIME: _____

May 12, 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 Forester I Mary Rose L. Borreo of DENR-PENRO, Boac, Marinduque dated May 12, 2023, requesting for an authority to travel abroad in Hongkong from October 31, 2023 – November 4, 2023.

Please be informed that the purpose of said travel is to spend time with her sister.

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

For consideration and approval.


IMELDA M. DIAZ



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

May 12, 2023

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FROM : **The OIC-PENR Officer**

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IMELDA M. DIAZ



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

PENRO DOCUMENT ACTION AND TRACKING SLIP

DOCUMENT INFORMATION

Document Category: **Outgoing**

Document No.: **2023-OUT-000802**

Sender/s:

- **Mary Rose Borreo**

Originating Office:

Classification: **Simple**

Subject: **Request for Travel Authority**

Encoded By: **Mary Rose Borreo**

Document Type: **Letter**

Control Code:

Date & Time Received: **05/12/2023 08:37 AM**

Address:

Is This Urgent?: **Yes**

HISTORY LOGS

DOC. FROM	DOC. TO	RECEIVED	RELEASED	RUNTIME	ACTION TO BE TAKEN	REMARKS	ATTACHMENTS
• Mary Rose Borreo	• Imelda Diaz	05/12/2023 08:37 AM	05/12/2023 08:38 AM	1 min.	For information and appropriate action		
• Imelda Diaz							
• Mary Rose Borreo	• Gemma Delos Reyes	05/12/2023 08:37 AM	05/12/2023 08:38 AM	1 min.	For information and appropriate action		
• Gemma Delos Reyes	Admin.	05/12/23	05/12/23		Please prepare endorsement Memo. to P.O.		

Thanks.

W

May 12, 2023

IMELDA M. DIAZ
OIC, PENR Officer
DENR PENRO Marinduque
Boac, Marinduque

Thru: **GEMMA P. DELOS REYES**
In-Charge, Management Services Division

Dear Madam:

Good day!

The undersigned is humbly requesting to your good Office for a travel permit to Hongkong on October 31 to November 4, 2023 to take a trip and spend time with her sister and sister's workmates. Please be informed that the undersigned will be responsible for all the expenses and no government fund will be used in this trip. Furthermore, she already informed her immediate supervisor and got his permission as there is no conflict with their schedules.

As the trip was covered by one (1) working day dated November 3, 2023 the undersigned filed an application for leave for the said date. Rest assured that her work will not be affected by this trip as her fellow personnel in Survey and Mapping Unit will take-charge on her behalf. Attached herewith is the application for leave for your reference and approval.

Hoping for your kind consideration.

Respectfully yours,


FOR. MARY ROSE L. BORREO
Forester I

Your Itinerary Receipt for Booking No. XMU5FX

From: Cebu Pacific Air (no-reply@email.mycebupacific.com)

To: sirod_pezlo@yahoo.com

Date: Tuesday, 9 May 2023 at 11:49 am SGT

[View in browser](#) | Add no-reply@email.mycebupacific.com to your address book to ensure that our email updates get to your inbox.



Itinerary Receipt



Confirmed

Your transaction was successful. See you on board soon!

For airport check-in use only

BOOKING DATE
May 09, 2023

BOOKING REFERENCE NO.
XMU5FX



Flight Details

MNL-HKG

31 Oct 2023
3:30pm

31 Oct 2023
6:00pm

HKG-MNL

4 Nov 2023
11:00am

4 Nov 2023
1:20pm



DEPARTURE
Manila - Ninoy Aquino International Airport Terminal 3

ARRIVAL
HongKong - Hong Kong International Airport Terminal 1



DEPARTURE
HongKong - Hong Kong International Airport Terminal 1

ARRIVAL
Manila - Ninoy Aquino International Airport Terminal 3

Flight operated by:



Guest Details

NAME
MS Maria Adora Lopez
Adult

FLIGHT
MNL - HKG

ADD-ONS
Go Basic
Seat Unassigned

HKG - MNL

Go Basic
Seat Unassigned

MS Neyda Silverio
Adult

MNL - HKG

Go Basic
Seat Unassigned

HKG - MNL

Go Basic
Seat Unassigned

MS Rhey Anne Encabo
Adult

MNL - HKG

Go Basic
Seat Unassigned

HKG - MNL

Go Basic
Seat Unassigned

MS Roselyn Borreo

MNL - HKG

Go Basic

Adult

Seat Unassigned

HKG - MNL

Go Basic
Seat Unassigned

MS Mary Rose Borreo

Adult

MNL - HKG

Go Basic
Seat Unassigned

HKG - MNL

Go Basic
Seat Unassigned

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 [here](#).
- 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

Status	Payment Method	Date	Transaction ID	Amount
Approved	Credit / Debit Card	09 May, 2023	247413327	PHP 60,821.10

Fare Breakdown

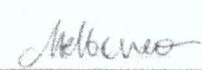
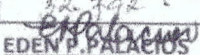
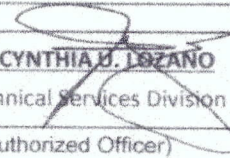

Details	Amount
Fare, Taxes and Fees:	PHP 60,821.10
Fuel Surcharge	PHP 4,980.00
PH Passenger Service Charge	PHP 1,741.05
Passenger Service Charge for National Government	PHP 500.00
PH PSC Value Added Tax	PHP 208.95
Airport Passenger Security Charge HK	PHP 1,942.85
Hong Kong Airport Construction Fee	PHP 3,179.25
Base Fare	PHP 31,880.00
ASF of DPSC/IPSC	PHP 300.00
Air Passenger Departure Tax	PHP 4,239.00
Administrative Fee	PHP 3,500.00
PH TAX-manual	PHP 8,100.00
PH Tax Admin Fee	PHP 250.00
Add-Ons:	PHP 0.00

Fare Rules

	GO Basic	GO Easy	GO Flexi
Cancellation Conversion to Travel Fund is only available with CEB Flexi.	✗	✗	✓
Check-in Baggage 20kgs baggage allowance.	✗	✓	✓
Seats Included standard seat	✗	✓	✓
Rebooking	✓	✓	✓

MSD-leave
182 MARCH 24 2023 2:00 PM
✓

THE UNIVERSITY OF CHICAGO

1. OFFICE/DEPARTMENT		2. NAME : <u>BORREO</u>		MARY ROSE <u>LUZANO</u>													
3. DATE OF FILING <u>March 24, 2023</u>		4. POSITION <u>Forester I</u>		5. SALARY _____													
6. DETAILS OF APPLICATION																	
6.A TYPE OF LEAVE TO BE AVAILED OF <input 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 checked="" 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"/> Adoption Leave (R.A. No. 8552) Others: _____			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) <u>Hongkong</u> <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> (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 <u>One (1) day</u> INCLUSIVE DATES <u>November 3, 2023</u>			6.D COMMUTATION <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested <div style="text-align: right;"> (Signature of Applicant)</div>														
7. DETAILS OF ACTION ON APPLICATION																	
7.A CERTIFICATION OF LEAVE CREDITS <div style="text-align: center;">As o <u>Feb. 2023</u></div> <table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width:33%;"></td><td style="width:33%;">Vacation Leave</td><td style="width:33%;">Sick Leave</td></tr><tr><td>Total Earned</td><td><u>32.792</u></td><td><u>36.792</u></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td><u>32.792</u></td><td><u>36.792</u></td></tr></table> <div style="text-align: center;"> EDEN P. PALACIOS Administrative Aide VI (Authorized Officer)</div>				Vacation Leave	Sick Leave	Total Earned	<u>32.792</u>	<u>36.792</u>	Less this application			Balance	<u>32.792</u>	<u>36.792</u>	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <div style="text-align: center;"> ENGR. CYNTHIA D. LOZANO Chief, Technical Services Division (Authorized Officer)</div>		
	Vacation Leave	Sick Leave															
Total Earned	<u>32.792</u>	<u>36.792</u>															
Less this application																	
Balance	<u>32.792</u>	<u>36.792</u>															
7.C APPROVED FOR: <u>1</u> days with pay <u>SPL</u> ____ days without pay ____ others (Specify)			7.D DISAPPROVED DUE TO: _____ _____ _____														
<div style="display: flex; justify-content: space-around; align-items: center;"><div> IMELDA M. DIAZ OIC-PENR Officer (Authorized Official)</div><div>Digitally signed by Diaz Imelda Mendoza</div></div>																	