



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

DENR MIMAROPA
RECORDS SECTION
RECEIVED

JUN 08 2023

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

May 22, 2023

MEMORANDUM

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

THRU : **The Assistant Regional Director for Management Services**

FROM : **The OIC-PENR Officer**

SUBJECT : **DESIGNATIONS OF SOME PERSONNEL AS IN-CHARGE,
OFFICE OF THE MANAGEMENT SERVICES DIVISION OF
PENRO MARINDUQUE**

In lieu of the approved leave of absence of the OIC, Management Services Division (MSD) Gemma P. Delos Reyes on May 29, 2023 to June 09, 2023, this Office recommends the designation of some personnel as In-Charge, Office of the MSD, to wit:

Name/Position	Period Covered
Jhonna Liza S. Medenilla Planning Officer II/In-Charge, Planning Section	May 29 to June 02, 2023
Eden P. Palacios Administrative Officer IV/Chief, Administrative Section	June 05 to June 09, 2023

In view hereof, this Office would like to request for the issuance of Regional Special Order on the said dates and shall be automatically revoked upon return of OIC, MSD Delos Reyes.

Attached are photocopies of the approved leave application and Medical Certificate.

For consideration and approval.

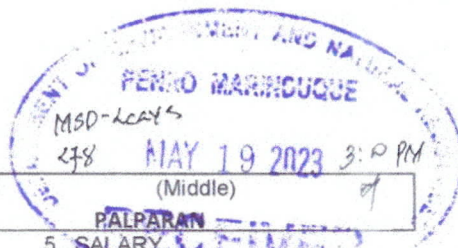
“For and in the absence of the OIC-PENR Officer:”


SIMEON R. DIAZ
LMO III/Chief, RPS
In-Charge, Office of the PENRO



Republic of the Philippines

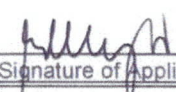
APPLICATION FOR LEAVE



1. OFFICE/DEPARTMENT DENR-PENRO Marinduque/	2. NAME : (Last) (First) (Middle) DELOS REYES, GEMMA PALPARAN	
3. DATE OF FILING May 19, 2023	4. POSITION/ DESIGNATION Planning Officer III/ In-Charge, MSD	5. SALARY 47,228.00

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 type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 58, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (R.A. 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 checked="" type="checkbox"/> Special Leave Benefits for Women (R.A. 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 checked="" type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input checked="" type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) Hysteroscopy with Endometrial Curettage and Polypectomy <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"/>
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6.C NUMBER OF WORKING DAYS APPLIED FOR Ten (10) Days INCLUSIVE DATES May 29, 30, 31, June 1, 2, 5, 6, 7, 8, & 9, 2023	6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)
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7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of April 2023 <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>21.193</td><td>34.050</td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>21.193</td><td>34.050</td></tr></tbody></table> EDEN P. PALACIOS (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned	21.193	34.050	Less this application			Balance	21.193	34.050	7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ IMELDA M. DIAZ OIC-PENR Officer
	Vacation Leave	Sick Leave											
Total Earned	21.193	34.050											
Less this application													
Balance	21.193	34.050											

7.C APPROVED FOR: 10 days with pay RA 9710 ____ days without pay ____ others (Specify)  IMELDA M. DIAZ OIC-PENR Officer	7.D DISAPPROVED DUE TO: _____ _____ _____
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EVANGELINE F. CASAS, M.D., FPOGS

OBSTETRICIAN - GYNECOLOGIST

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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 Cruz, SB y/o

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

following findings and/or

Diagnosis:

To Consider Endometrial Polyp
Myometrium

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.: _____