



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region

OUTGOING	
Received by: _____	Date: <u>3/17/23</u>

MEMORANDUM

FOR : **The Regional Executive Director**
DENR MIMAROPA Region
1515 L & S Bldg., Roxas Blvd.,
Ermita, Manila

THRU : The Assistant Regional Director
for Management Services

FROM : The PENR Officer

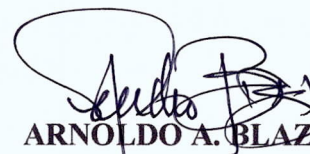
SUBJECT: **SUBMISSION OF APPLICATION FOR MATERNITY LEAVE
AND ENR MOWEL APPLICATION FOR HOSPITALIZATION
ASSISTANCE OF ADMINISTRATIVE ASSISTANT II MARIEL L.
TAYCO**

March 14, 2023

DENR MIMAROPA RECORDS SECTION RECEIVED	
MAR 22 2023	
<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING _____
BY: _____	DATS NO. _____
TIME: _____	

Respectfully forwarding is the application for Maternity Leave, attached with medical certificate and ENRP MOWEL Foundation, INC. Application for hospitalization of Administrative Assistant II Mariel L. Tayco.

For information and approval.


ARNOLDO A. BLAZA, JR.
BT



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE GOVERNOR
ROMBLON PROVINCIAL HOSPITAL
Odiongan, Romblon

CERTIFIED XEROX COPY

DEOMEDES B. F02
ADMINISTRATIVE OFFICER
RECORDS SECTION
DATE: 07/14/2023

MEDICAL CERTIFICATE

TO WHOM IT MAY CONCERN:

This is to certify that MARIEL L. TAYCO, 23 years old

Of ANAHAO, ODIONGAN, ROMBLON examined/treated/confined

in this hospital on/from NOVEMBER 27, 2022 to NOVEMBER 30, 2022 with the

following findings/diagnosis=GIPI(1001)PREGNANCY UTERINE 39 WKS.AOG, BREECH, TERM
DEL .TO A LIVE BABY BOY, BW 3,280, S/P LSCS (1X)

Marie Scent Vera Fopalan-Benedicto
MAL PRESENTATION.
X-X

NOT VALID WITHOUT OFFICIAL SEAL

Marie Scent Vera Fopalan-Benedicto
MARIE SCENT VERA FOPALAN-BENEDICTO, M.D, FPOGS, FPSMFM, FPSUOG
OBSTETRICIAN/GYNECOLOGIST
LIC. NO.94408

DECEMBER 23, 2022
DATE





REPUBLIC OF THE PHILIPPINES
OFFICE OF THE GOVERNOR
ROMBLON PROVINCIAL HOSPITAL
Odiongan, Romblon

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Marie's for Benito MAL PRESENTATION.

X-X

NOT VALID WITHOUT OFFICIAL SEAL

Marie's for Benito
MARIE SCENT VERA FOPALAN-BENEDICTO, M.D, FPOGS, FPSMF, FPSUOG
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DEL .TO A LIVE BABY BOY,BW 3,280,S/P LSCS (1X)

Marie J. Vera MAL PRESENTATION.

X-X

NOT VALID WITHOUT OFFICIAL SEAL

Marie J. Vera
MARIE SCENT VERA FOPALAN-BENEDICTO,M.D,FPOGS,FPSMF,M,FPSUOG
OBSTETRICIAN/GYNECOLOGIST
LIC. NO.94408

DECEMBER 23, 2022
DATE



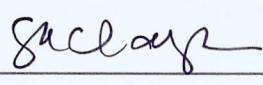


Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odiongan, Romblon


APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)
OFFICE OF THE PENRO	TAYCO	MARIEL	LAYSON	
3. DATE OF FILING	November 23, 2022	4. POSITION	ADMINISTRATIVE ASSISTANT II	5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE
<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 checked="" 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 (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) <input type="checkbox"/> Others: _____	<p>In case of Vacation/Special Privilege Leave:</p> <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ <p>In case of Sick Leave:</p> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <p>In case of Special Leave Benefits for Women:</p> <p>(Specify Illness) _____</p> <p>In case of Study Leave:</p> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: _____ <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR	6.D COMMUTATION
105 days INCLUSIVE DATES November 28, 2022 to March 12, 2023	<input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested  (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION												
As of <u>October 31, 2022</u> <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>23.642</td><td>24.667</td></tr><tr><td>Less this application</td><td>-</td><td>-</td></tr><tr><td>Balance</td><td>23.642 -</td><td>24.667 -</td></tr></table>  GEMMA F. FALLARIA Administrative Officer IV (HRMO II)		Vacation Leave	Sick Leave	Total Earned	23.642	24.667	Less this application	-	-	Balance	23.642 -	24.667 -	<input type="checkbox"/> For approval <input checked="" type="checkbox"/> For disapproval due to _____ DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services
	Vacation Leave	Sick Leave											
Total Earned	23.642	24.667											
Less this application	-	-											
Balance	23.642 -	24.667 -											

7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:
105 days with pay <u>extended maternity leave (R.A. 11210)</u> ____ days without pay ____ others (Specify)	_____ _____ _____
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director	



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odiongan, Romblon

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)
OFFICE OF THE PENRO	TAYCO	MARIEL	LAYSON	
3. DATE OF FILING	November 23, 2022	4. POSITION	ADMINISTRATIVE ASSISTANT II	5. SALARY

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105 days INCLUSIVE DATES November 28, 2022 to March 12, 2023	<input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested <p><i>Suce ayz</i> (Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION												
As of <u>October 31, 2022</u>	<input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____												
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	Vacation Leave	Sick Leave											
Total Earned	23.642	24.667											
Less this application	-	-											
Balance	23.642 -	24.667 -											

7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:
105 days with pay <i>expended maternity leave (R.A. 11210)</i> ____ days without pay ____ others (Specify)	_____ _____ _____
<p>LORMELYN E. CLAUDIO, CESO IV Regional Executive Director</p>	



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odlongan, Romblon

APPLICATION FOR LEAVE

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OFFICE OF THE PENRO	TAYCO	MARIEL	LAYSON
3. DATE OF FILING	November 23, 2022	4. POSITION	ADMINISTRATIVE ASSISTANT II
		5. SALARY	

6. DETAILS OF APPLICATION

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6.C NUMBER OF WORKING DAYS APPLIED FOR 105 days INCLUSIVE DATES November 28, 2022 to March 12, 2023	6.D COMMUTATION <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested <p><i>June 2023</i> (Signature of Applicant)</p>

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Republic of the Philippines
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Provincial Environment and Natural Resources Office
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Total Earned	23.642	24.667											
Less this application	-	-											
Balance	23.642 -	24.667 -											

7.C APPROVED FOR: 105 days with pay <u>approved maternity leave (R.A. 11210)</u> days without pay others (Specify)	7.D DISAPPROVED DUE TO:
LORMELYN E. CLAUDIO, CESO IV Regional Executive Director	



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odiongan, Romblon

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)
ORED/OPENRO-Romblon	TAYCO	MARIEL	LAYSON	
3. DATE OF FILING	November 23, 2022	4. POSITION	ADMINISTRATIVE ASSISTANT II	5. SALARY

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105 days INCLUSIVE DATES November 28, 2022 to March 12, 2023	<input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested <div>See above</div> <p>(Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION												
<p>As of</p> <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>-</td><td>-</td></tr></table> <p>MA. CRISTINA C. RENDORIO Chief, Personnel Section</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance	-	-	<input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <p>DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance	-	-											
7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:												
_____ days with pay _____ days without pay _____ others (Specify)	_____ _____ _____												
<p>LORMELYN E. CLAUDIO, CESO IV Regional Executive Director</p>													



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odiongan, Romblon

ANNEX A

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT ORED/OPENRO-Romblon	2. NAME: (Last) (First) (Middle) TAYCO MARIEL LAYSON
3. DATE OF FILING November 23, 2022	4. POSITION ADMINISTRATIVE ASSISTANT II 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 checked="" 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 (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. 9282 / 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) <input type="checkbox"/> Others:	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input 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 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 Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR 105 days INCLUSIVE DATES November 28, 2022 to March 12, 2023	6.D COMMUTATION <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested <i>Signature of Applicant</i> (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>-</td><td>-</td></tr></tbody></table> MA. CRISTINA C. RENDORIO Chief, Personnel Section		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance	-	-	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance	-	-											
7.C APPROVED FOR: ____ days with pay ____ days without pay ____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____ _____ LORMELYN E. CLAUDIO, CESO IV Regional Executive Director												



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Odiongan, Romblon

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT ORED/OPENRO-Romblon	2. NAME: (Last) (First) (Middle) TAYCO MARIEL LAYSON
3. DATE OF FILING November 23, 2022	4. POSITION ADMINISTRATIVE ASSISTANT II 5. SALARY

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input checked="" type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p><input type="checkbox"/> Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review Other</p> <p>purpose: _____</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p style="text-align: center;">105 days</p> <p>INCLUSIVE DATES</p> <p style="text-align: center;">November 28, 2022 to March 12, 2023</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input checked="" type="checkbox"/> Requested</p> <p style="text-align: right;"><i>Snellay</i></p> <p style="text-align: right;">(Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p style="text-align: center;">As of _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table> <p style="text-align: center;">MA. CRISTINA C. RENDORIO</p> <p style="text-align: center;">Chief, Personnel Section</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance	-	-	<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p style="text-align: center;">DONNA MAYOR-GORDOVE, CESO IV</p> <p style="text-align: center;">Assistant Regional Director for Management Services</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance	-	-											

<p>7.C APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>LORMELYN E. CLAUDIO, CESO IV</p> <p>Regional Executive Director</p>	