



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



DENR-PTA-07-0922-2024

MEMORANDUM

TO : ANTHONIE FENY V. CATALAN
Forest Ranger
DENR - Region XIII
Butuan City

FROM : THE ASSISTANT SECRETARY
Human Resources, Strategic Communication
and Sectoral Initiatives

SUBJECT : REQUEST FOR PERSONAL TRAVEL AUTHORITY TO HONG KONG ON OCTOBER 28, 2024 TO OCTOBER 31, 2024

DATE : 23 JUL 2024

This refers to your request for personal travel authority to **HONG KONG** on **OCTOBER 28, 2024 TO OCTOBER 31, 2024** to take your vacation.

Please be informed that the above request is hereby granted provided that:

1. no expense shall be incurred by the government and its partners;
2. you are on approved leave of absence/compensatory service day off for the duration of your travel;
3. your purpose of travel is not to represent the Department in any conference, training or forum; and
4. you shall ensure that your travel shall not cause disruption of work in your Office.


HIRO V. MASUDA, DBA, CESO III



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
CARAGA REGION, Ambago, Butuan City

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PLANNING & MANAGEMENT DIVISION	2. NAME : CATALAN , ANTHONIE FENY V.	(Last)	(First)	(Middle)												
3. DATE OF FILING July 9, 2024	4. POSITION FOREST RANGER	5. SALARY 15,586.00														
6. DETAILS OF APPLICATION																
6.A TYPE OF LEAVE TO BE AVAILED OF		6.B DETAILS OF LEAVE														
<input checked="" 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 (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)		<i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input checked="" type="checkbox"/> Abroad (Specify) Hongkong <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														
Others: _____																
6.C NUMBER OF WORKING DAYS APPLIED FOR Four (4) days INCLUSIVE DATES OCTOBER 28, 29, 30 and 31, 2024		6.D COMMUTATION <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 As of July 31, 2024		7.B RECOMMENDATION														
<table border="1"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>24.241</td><td>19</td></tr><tr><td>Less this application</td><td>-4</td><td></td></tr><tr><td>Balance</td><td>20.241</td><td>19</td></tr></table>  ANALIZA L. LUENGAS (Authorized Officer)			Vacation Leave	Sick Leave	Total Earned	24.241	19	Less this application	-4		Balance	20.241	19	<input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  ATTY. CLAUDIO A. NISTAL, JR. OIC, ARD for Management Services		
	Vacation Leave	Sick Leave														
Total Earned	24.241	19														
Less this application	-4															
Balance	20.241	19														
7.C APPROVED FOR: 4 days with pay 0 days without pay 0 others (Specify)		7.D DISAPPROVED DUE TO: _____ _____ _____														
 MARITES M. OCAMPO In Charge, Office of the Regional Executive Director and OIC ARD for Technical Services, DENR Caraga Region in Concurrent Capacity																



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN

Caraga Region



MEMORANDUM

FOR : IN CHARGE, OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR AND OIC ARD FOR TECHNICAL SERVICES, DENR CARAGA REGION IN CONCURRENT CAPACITY

FROM : ANTHONIE FENY V. CATALAN
Forest Ranger



SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL ABROAD

DATE :

The undersigned would like to request for Authority to Travel Abroad to Hong Kong from October 28- 31, 2024 for vacation.

All expenses incurred in the travel shall be borne personally by the undersigned without a cost from the government. Likewise, the undersigned has conferred with immediate supervisor on the matter to ensure that her brief leave will not hamper to the operation of the office

Attached is the application for Leave for easy reference.


ANTHONIE FENY V. CATALAN



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN
Caraga Region



REQUEST FOR PERSONAL TRAVEL AUTHORITY

Name of Employee: ANTHONIE FENY V. CATALAN

Plantilla Position/Designation: FOREST RANGER

Plantilla Assignment: CENRO TUBAY Present Station: PMD/RICKT

Office Address: AMBAGO, BUTUAN CITY

Contact Number: 09478984921

Email Address: venzonanthomie@gmail.com

Duration of Travel: OCTOBER 28-31, 2024

Destination: HONGKONG

Purpose: (please check)



Vacation
Tour
Others _____



Pilgrimage/Religious activity
Medical purpose

Type of Leave of Absence: _____ Duration: 4 DAYS

Clearance Required?
(If more than 30 days) No Yes Approving authority _____

Certification that absence will not hamper operational efficiency of the office, signed by:

MARY KATHLEEN P. PO
Name of Certifying Officer

CHIEF, PLANNING MANAGEMENT DIVISION
Position/Designation

Endorsement of request signed by:

MARITES M. OCAMPO
Head of Office

IN CHARGE, OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR
AND OIC ARD FOR TECHNICAL SERVICES, DENR CARAGA
REGION IN CUNCURRENT CAPACITY

CERTIFIED BY:

CECILE T. ESPENIDO
Focal Person-Personal Travel Authority
DENR Caraga

Sept 7/18/24
cim



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
CARAGA REGION, Ambago, Butuan City

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PLANNING & MANAGEMENT DIVISION	2. NAME : CATALAN , ANTHONIE FENY V.	(Last) (First) (Middle)
3. DATE OF FILING July 9, 2024	4. POSITION FOREST RANGER	5. SALARY 15,586.00

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" 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 (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.C NUMBER OF WORKING DAYS APPLIED FOR Four (4) days INCLUSIVE DATES OCTOBER 28,29,30 and 31, 2024	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) Hongkong <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
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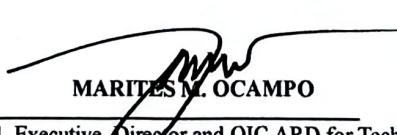
6.D COMMUTATION

- Not Requested
 Requested


(Signature of Applicant)

7.A CERTIFICATION OF LEAVE CREDITS As of July 31, 2024 <table border="1"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>24.241</td><td>19</td></tr><tr><td>Less this application</td><td>-4</td><td></td></tr><tr><td>Balance</td><td>20.241</td><td>19</td></tr></table>  ANALIZA L. FUENGAS (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned	24.241	19	Less this application	-4		Balance	20.241	19	7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  ATTY. CLAUDIO A. NISTAL, JR. OIC, ARD for Management Services
	Vacation Leave	Sick Leave											
Total Earned	24.241	19											
Less this application	-4												
Balance	20.241	19											

7.C APPROVED FOR: 4 VL days with pay _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____ _____
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MARITES M. OCAMPO

In Charge, Office of the Regional Executive Director and OIC ARD for Technical Services, DENR Caraga Region In Concurrent Capacity



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN

Caraga Region



MEMORANDUM

FOR : IN CHARGE, OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR AND OIC ARD FOR TECHNICAL SERVICES, DENR CARAGA REGION IN CONCURRENT CAPACITY

FROM : ANTHONIE FENY V. CATALAN
Forest Ranger

SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL ABROAD

DATE :

The undersigned would like to request for Authority to Travel Abroad to Hong Kong from October 28- 31, 2024 for vacation.

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Attached is the application for Leave for easy reference.

ANTHONIE FENY V. CATALAN





Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Caraga Regional Office, Ambago, Butuan City

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT ADMINISTRATIVE DIVISION	2. NAME : (Last) GOZO	(First) JACQUELINE	(Middle Name) DATOY
3. DATE OF FILING JULY 4, 2024	4. POSITION SUPERVISING ADMINISTRATIVE OFFICER	5. SALARY 73,661.00	

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVALIED OF

- 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)
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- Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- Adoption Leave (R.A. No. 8552)

Others:

VACATION LEAVE

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- Within the Philippines _____
- Abroad (Specify) **Singapore, Malaysia, Thailand**

In case of Sick Leave:

- In Hospital (Specify Illness) _____
- Out Patient (Specify Illness) _____

In case of Special Leave Benefits 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

FIVE (5) DAYS

INCLUSIVE DATES

OCTOBER 25-31, 2024

6.D COMMUTATION

- Not Requested
- Requested

jcdgozo
JACQUELINE D. GOZO
Supervising Administrative Officer

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **JUNE 30, 2024**

	Vacation Leave	Sick Leave
Total Earned	24.632	44.78
Less this application	-	
Balance	19.632	44.78

ANALIZA L. JENGAS

AO V/Chief, HRM Section

(Authorized Officer)

7.B RECOMMENDATION

- For approval
- For disapproval due to _____

JKS
ELSALYN J. EVANGELIO

Chief, Administrative Division

In-charge Office of the ARD for Management Services

7.C APPROVED FOR:

- 5 days days with pay
 days without pay
 others (Specify)

7.D DISAPPROVED DUE TO:

- JKS*

JKS
ELSALYN J. EVANGELIO

Chief, Administrative Division

In-charge Office of the ARD for Management Services

JKS
(Authorized Official)

JKS
MARIETTE M. OCAMBO

In-charge, Office of the Regional Executive Director

In-charge Office of the ARD for Technical Services, DENR Caraga Region

In concurrent capacity



Document Routing Slip

Print Date: July 5, 2024 9:41 AM
Date/Time Received: July 4, 2024 5:37 PM
Document Number: 2024-759404-RO
Sender: Administrative
Subject: APPLICATION FOR LEAVE OF GOZO, JACQUELINE D. ON OCTOBER 25-31, 2024
Addressee:

Routing and Action Information