



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

07 July 2021

**HON. MARK T. LAPID**

Chief Operating Officer  
Tourism Infrastructure & Enterprise Zone Authority  
Double Dragon Plaza DD Meridian Park  
Pasay City

Thru: **DR. ROSANNA M. OLGADO**  
Manager, Administrative Services Department

Dear Sir,


Good day!

I have the honour to apply for 40% monetization of my accumulated vacation and sick leave credits.

This application is being filed for the minor repair of our house.

Anticipating your favourable consideration.

Sincerely yours,

  
**ELLAN RHEANNE D. ALANANO**  
Cashier C  
OPED-ZGCBP

Recommending Approval:

Approved by:

**ATTY. MARIA TERESA C. ALVAREZ**  
Operations Manager

**MARK T. LAPID**  
Chief Operating Officer




Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

LEAVE CREDIT MONETIZATION

NAME OF EMPLOYEE/S	DAYS APPLIED	AMOUNT
ALANANO, ELLAN RHEANNE D.	38	<u>42,526.97</u>

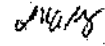
I CERTIFY on my official oath that I have paid to each employee whose name appears on the above payroll the amount set opposite his/her name, he/she having presented his/her Residence Certificate.

  
**Ellan Rheanne Alanano**  
Special Disbursing Officer

I CERTIFY on my official oath that the above payroll is correct and that the services have been duly rendered as stated

  
**Magdara A. Sarip**  
Resident Manager

I CERTIFY on my official oath that I have witnessed payments to each person whose name appears hereon of the amount set opposite his/her name and my initials

  
**Teresa D. Galang**  
Sr. Corporate Accounts Analyst



Republic of the Philippines  
**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
Tower 1 Double Dragon Plaza, EDSA Extension, Pasay City

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>ZGCBP</b>	2. NAME : (Last) <b>ALANANO</b>	(First) <b>ELLAN RHEANNE</b>	(Middle) <b>DUMDUM</b>
3. DATE OF FILING <b>07/07/2021</b>	4. POSITION <b>CASHIER C</b>	5. SALARY <b>₱ 23,222.00</b>	

### 6. DETAILS OF APPLICATION

<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b>  <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 (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>Others:</i> _____	<b>6.B DETAILS OF LEAVE</b>  <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 <i>Other purpose:</i> <input checked="" type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
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<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <b>38 DAYS</b>  INCLUSIVE DATES _____	<b>6.D COMMUTATION</b> <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested  <div style="text-align: right;">   <b>ELLAN RHEANNE D. ALANANO</b>                      (Signature of Applicant)                 </div>
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### 7. DETAILS OF ACTION ON APPLICATION

<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of _____  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%;">Vacation Leave</td> <td style="width: 35%;">Sick Leave</td> </tr> <tr> <td><i>Total Earned</i></td> <td>40.415</td> <td>53.042</td> </tr> <tr> <td><i>Less this application</i></td> <td></td> <td></td> </tr> <tr> <td><i>Balance</i></td> <td></td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <b>ABIGAIL R. PERCELA</b>                  _____                  HRM Officer V, Human Resource Services Division             </div>		Vacation Leave	Sick Leave	<i>Total Earned</i>	40.415	53.042	<i>Less this application</i>			<i>Balance</i>			<b>7.B RECOMMENDATION</b> <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  <div style="text-align: right; margin-top: 20px;">   <b>MAGDARA A. SARIP</b>                  Resident Manager             </div>
	Vacation Leave	Sick Leave											
<i>Total Earned</i>	40.415	53.042											
<i>Less this application</i>													
<i>Balance</i>													

<b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify) _____	<b>7.D DISAPPROVED DUE TO:</b>   <div style="text-align: center; margin-top: 20px;"> <b>JOSEFINA U. SORIANO</b>                  Manager, Human Resource Services Division                  Administrative Services Department             </div>
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