

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
CLEARANCE FORM
(Instructions at the back)



| | | | | |
|--|---------|----------------|--|--------------------------------------|
| I PURPOSE | | | | |
| | | | | June 09, 2021 Date of Application |
| TO: TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Leave Please specify: <u>Maternity Leave</u> Effectivity/Inclusive Period: <u>JUNE 9, 2021 - AUGUST 8, 2021</u> | | | | |
| Office of Assignment: <u>Kalibo Travel Tax Unit</u> | | | <u><i>[Signature]</i></u> SHEILA MAE O. DE LOS REYES Name and Signature of Employee | |
| Position/SG/Step: <u>Travel Tax Officer -C/ SG 11</u> | | | | |
| II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES | | | | |
| We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. | | | | |
| <u><i>[Signature]</i></u> RONILYN B. CLARITO Immediate Supervisor | | | <u><i>[Signature]</i></u> CRISTETO G. OCAMPO Department Head | |
| III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES | | | | |
| Name of Unit/Office/Department | Cleared | Not Cleared | Name of Clearing Officer/Official | Signature |
| 1. Administration Sector | | | | |
| a. General Services Division | | | ANA RUTH L. MATEO | <u><i>[Signature]</i></u> |
| b. Administrative Services Department | | | ROSANNA M. OLGADO | <u><i>[Signature]</i></u> |
| c. TIEZA's Employee Association | | | NENITA R. MEDINA | <u><i>[Signature]</i></u> |
| d. ECOPT | | | CRISTETO G. OCAMPO | <u><i>[Signature]</i></u> |
| e. TIEZA's Welfare Fund | | | ATTY. JOY M. BULAITAN | |
| 2. Finance and Assets Management | | | | |
| a. Financial Services Department | | | RODOLFO E. ANCHETA | |
| b. Treasury Division | ✓ | | MYRNA A. SUAREZ | <u><i>[Signature]</i></u> |
| IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE: | | | | |
| a. Legal Department | | | ATTY. NIÑO RUPERTO F. AQUINO | |
| <input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet) | | | | |
| V CERTIFICATION | | | | |
| <u>MARK T. LAPID</u> Signature over Printed Name of Agency Head | | | | |

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



HRSD Form No. 1

By: Jen
Date: June 23-24
Time: 11:30am

APPLICATION FOR LEAVE

| | |
|--|--|
| 1. OFFICE/DEPARTMENT <u>TRAVEL TAX DEPARTMENT</u> | 2. NAME (Last) (First) (Middle) <u>DE LOS REYES SHEILA MAE ORTIGA</u> |
| 3. DATE OF FILING <u>JUNE 9, 2021</u> | 4. POSITION <u>TRAVEL TAX OFFICER - C</u> 5. SALARY <u>₱20,754</u> |

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED 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)
- ☒ Maternity Leave (RA No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8372 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (RA No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

☐ Within the Philippines _____

☐ Abroad (Specify) _____

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

60 DAYS

INCLUSIVE DATES

JUNE 9, 2021 - AUGUST 8, 2021

6.D COMMUTATION

☐ Not Requested

☐ Requested

[Signature]

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As May 2021

| | Vacation Leave | Sick Leave |
|-----------------------|----------------|---------------|
| Total Earned | <u>26.708</u> | <u>32.708</u> |
| Less this application | <u>26.708</u> | <u>32.708</u> |
| Balance | <u>0.000</u> | <u>0.000</u> |

[Signature]
ABIGAIL R. PERCELA

HRM Officer V, Human Resource Services Division

7.B RECOMMENDATION

☐ For approval

☐ For disapproval due to _____

[Signature]
CRISTETO G. OCAMPO

[Signature]
SIC, Travel Tax Department
(Department Head)

7.C APPROVED FOR:

60 days with pay
____ days without pay
____ others (Specify) _____

7.D DISAPPROVED DUE TO:

[Signature]

JOSEFINA U. SORIANO

Manager, Human Resource Services Division
Administrative Services Department



Republic of the Philippines

Province of Aklan

DR. RAFAEL S. TUMBOKON MEMORIAL HOSPITAL

"PHIC Accredited Health Care Provider"

Kalibo, Aklan

Tel. No. (036) 268-7062/268-4565

MEDICAL CERTIFICATE

June 14, 2021

To Whom It May Concern:

This is to certify that SHEILA MAE O. DE LOS REYES, female, married, 28 years old and a resident of Bagum Bayan, Pandan, Antique was confine in this hospital dated June 9, 2021 up to June 14, 2021 inclusive for: G1P0 (0010) INCOMPLETE ABORTION 12 WEEKS AOG, NON-INDUCED, NON-SEPTIC COMPLETED BY CURETTAGE.

This certificate is being issued upon the request of the interested party for whatever purpose it may serve except medico legal.

DARYL S. MARIN, M.D.

Medical Officer III

License #106181

Joan Karine J. Pizar, MD
OF-GYN
Lic. No. 12933

#13792704