



Republic of the Philippines
DENR - ENVIRONMENTAL MANAGEMENT BUREAU
Region VIII
PROVINCIAL ENVIRONMENTAL MANAGEMENT UNIT
Province of Samar
Samar Field Office (CENRO COMPOUND)- Catbalogan City

MEMORANDUM

FOR : THE OIC, REGIONAL DIRECTOR
EMB, Regional Office No. VIII
Jones Street, Tacloban City

FROM : THE HEAD, EMB-PEMU
Province of Samar
CENRO Compound, Catbalogan City, Samar

SUBJECT : HUMANITARIAN APPEAL FOR THE REQUEST OF 30 DAYS MONETIZATION OF LEAVE CREDITS

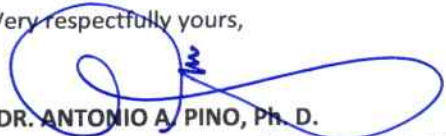
DATE : FEBRUARY 15, 2022

Pursuant to the Regional Memorandum dated January 31, 2022 relative to the Monetization of Leave Credits, the undersigned is appealing from your good office that a 30 days monetization of leave credits be granted for the following reasons, to wit:

1. For consolidation and/or payment of personal loans.
2. For school tuition/matriculation and miscellaneous fees of my daughter who is presently studying in college.
3. For house repair/rehabilitation and improvement due to typhoon Odette.
4. For purchase of medicines (reserve) and medical check-up in case health problems occur during in the performance of duty vis-à-vis monitoring/inspection of establishments especially health hazard entities like dumpsites and/or wastes disposal areas of the Local Government Units.
5. Other expenses needed such as food and transportation to sustain during travel for monitoring/inspection of firms and establishments, attendance to meetings, seminars and other urgent matters like conduct of investigations, request of other sectors of the community related to Office functions, Agency and/or Bureau mission.

It is hoped and prayed that this humanitarian appeal will merit your favorable action and consideration, I remain

Very respectfully yours,


DR. ANTONIO A. PINO, Ph. D.
Provincial Environmental Management Officer



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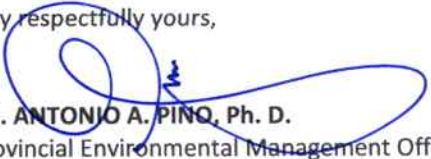
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Republic of the Philippines
ENVIRONMENTAL MANAGEMENT BUREAU REGIONAL OFFICE VIII
DENR Compound, Jones Ext., Barangay 2, Tacloban City

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PEMU-OKD	2. NAME (Last) (First) (Middle) PINO, ANTONIO ABALOS	3. DATE OF FILING 02/14/2022	4. POSITION Supervising EMS/PEMO	5. SALARY Php. 74,333												
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. 8167 / 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. 5710 / 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 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														
6.C NUMBER OF WORKING DAYS APPLIED FOR 30 DAYS INCLUSIVE DATES _____ _____		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested <div style="text-align:right"> (Signature of Applicant)</div>														
7. DETAILS OF ACTION ON APPLICATION																
7.A CERTIFICATION OF LEAVE CREDITS As of December 2021 <table border="1" style="width:100%"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>25.5</td><td>53.75</td></tr><tr><td>Less this application</td><td>20</td><td>10</td></tr><tr><td>Balance</td><td>5.5</td><td>43.75</td></tr></tbody></table> MYRNA L. ESCARLAN Admin. Asst. II/HRMO II (Authorized Officer)			Vacation Leave	Sick Leave	Total Earned	25.5	53.75	Less this application	20	10	Balance	5.5	43.75	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <div style="text-align:right"> ENGR. MA. CORAZON G. DACUYAN Chief, Finance and Administrative Division (Authorized Officer)</div>		
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7.C APPROVED FOR 30 days with pay _____ days without pay _____ others (Specify) _____ <div style="text-align:right"> ENGR. REYNALDO B. BARRA OIC-Regional Director (Authorized Official)</div>		7.D DISAPPROVED DUE TO _____ _____ _____														

$$TLB = P 74,333 \times 30 \times .048922 = P 106,987.79$$



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