



Republic of the Philippines  
**PROVINCIAL GOVERNMENT OF MAGUINDANAO DEL NORTE**  
Provincial Government Satellite Office, Sinsuat Avenue, Cotabato City



## APPLICATION FOR LEAVE

|                                                                 |                                                                                           |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1. OFFICE/DEPARTMENT<br><b>Province of Maguindano del Norte</b> | 2. NAME :<br>(Last) <b>MASTURA</b><br>(First) <b>TUCAO</b><br>(Middle Initial) <b>ONG</b> |
| 3. DATE OF FILING <u>April 22, 2026</u>                         | 4. POSITION <u>Provincial Governor</u> 5. SALARY <u>Php 203,200.00</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 (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. 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. 8972 / 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 (R.A. No. 8552)

Others:

#### 6.B DETAILS OF LEAVE

*In case of Vacation/Special Privilege Leave:*

☐ Within the Philippines \_\_\_\_\_

☒ Abroad (Specify) Singapore and Malaysia

*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

14 DAYS

INCLUSIVE DATES

April 13-22, 2026

#### 6.D COMMUTATION

☒ Not Requested

☐ Requested

**TUCAO O. MASTURA, CPA**  
(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.A CERTIFICATION OF LEAVE CREDITS

As of March 2026

|                       | Vacation Leave | Sick Leave |
|-----------------------|----------------|------------|
| Total Earned          | 20.500         | 56.250     |
| Less this application | 14.000         | 0.000      |
| Balance               | 6.500          | 56.250     |

**MONINA K. MACARONGON, MPA**

Asst. Provincial Human Resource Management Officer

#### 7.B RECOMMENDATION

☒ For approval

☐ For disapproval due to \_\_\_\_\_

**TARHATA L. BALANDING, Ph.D.**

Provincial Director, MILG-MDN

#### 7.C APPROVED FOR:

7 days with pay

\_\_\_\_\_ days without pay

\_\_\_\_\_ others (Specify)

#### 7.D DISAPPROVED DUE TO:





Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**PROVINCIAL GOVERNMENT OF MAGUINDANAO DEL NORTE**  
Provincial Government Satellite Office, Sinsuat Avenue, Zamboanga City

## CLEARANCE FORM

(Instructions at the back)

### I PURPOSE

TO: **PROVINCIAL GOVERNMENT OF MAGUINDANAO DEL NORTE**

I hereby apply for clearance from money, property and work-related accountabilities.

Purpose: ☐ Transfer ☐ Resignation ☐ Other ☐ Retirement ☒ Leave Please specify: \_\_\_\_\_

Effectivity/Inclusive Period: \_\_\_\_\_

Office of Assignment: Province of Maguindanao del Norte

Position/SG/Step: Provincial Governor 30/1

### II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

We hereby certify that this applicant is cleared of work-related accountabilities.

\_\_\_\_\_  
Immediate Supervisor

### III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

| Name of Unit/Office/Department                                       | Cleared | Not Cleared |
|----------------------------------------------------------------------|---------|-------------|
| 1. <i>Administration Sector</i>                                      |         |             |
| a. Supply and Property Procurement and Management Services           |         |             |
| b. Provincial Human Resource Management Office                       |         |             |
| c. Provincial Employees Association- Maguindanao del Norte (PEA-MDN) |         |             |
| 2. <i>Library</i>                                                    |         |             |





Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**PROVINCIAL GOVERNMENT OF MAGUINDANAO DEL NORTE**  
Provincial Government Satellite Office, Sinsuat Avenue, Cotabato City



**CLEARANCE FORM**

(Instructions at the back)

**I PURPOSE**

April 23, 2026

Date of Application

TO: **PROVINCIAL GOVERNMENT OF MAGUINDANAO DEL NORTE**

I hereby apply for clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:  
☐ Retirement ☒ Leave Please specify: \_\_\_\_\_

Effectivity/Inclusive Period: \_\_\_\_\_

Office of Assignment: Province of Maguindanao del Norte

Position/SG/Step: Provincial Governor 30/1

**TUCAO O. MASTURA, CPA**

Name and Signature of Employee

**II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES**

We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.

Immediate Supervisor

**AMRAIDA P. MAMALUBA**  
Head of Office

**III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES**

| Name of Unit/Office/Department                                          | Cleared | Not<br>Cleared | Name of Clearing Officer/Official       | Signature |
|-------------------------------------------------------------------------|---------|----------------|-----------------------------------------|-----------|
| <b>1. Administration Sector</b>                                         |         |                |                                         |           |
| Supply and Property Procurement and<br>a. Management Services           |         |                | <b>MUSTAPHA S. NUR</b>                  |           |
| b. Provincial Human Resource Management Office                          |         |                | <b>MONINA K. MACARONGON, MPA</b>        |           |
| Provincial Employees Association- Maguindanao<br>c. del Norte (PEA-MDN) |         |                | <b>ABDULMANAN F. ITO, MPA</b>           |           |
| <b>2. Library</b>                                                       |         |                |                                         |           |
| a. Legal Office Library                                                 |         |                | N/A                                     |           |
| b. Library Services                                                     |         |                | N/A                                     |           |
| <b>3. Finance and Assets Management</b>                                 |         |                |                                         |           |
| a. Provincial Budget Office                                             |         |                | <b>ENP. RAMIL ROY D. TIOLO, JD, MPA</b> |           |
| b. Provincial Treasurer's Office                                        |         |                | <b>AMRAIDA P. MAMALUBA</b>              |           |
| c. Provincial Accountant's Office                                       |         |                | <b>SAPIA S. LUMINOG, CPA</b>            |           |
| <b>4. Professional and Institutional Development</b>                    |         |                |                                         |           |
| a. Scholarship Services                                                 |         |                |                                         |           |

**IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:**

a. Provincial Administrator's Office

**ATTY. JOHN RANGAL D. NADUA**

- ☐ with pending administrative case  
☐ with ongoing investigation (no formal charge yet)

**V CERTIFICATION**



~~Republic of the Philippines~~  
~~Cotabato City.....~~ ) SS

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## **AFFIDAVIT OF**

**I, TUCAO O. MASTURA, CPA,** of legal age, single, residing at Dalumangcob, Sultan Kudarat, Maguindanao, Philippines, do hereby depose and state in accordance with law, hereby depose and state

1. That I am the person who intends to travel to Malaysia .
2. That I hereby declare that I have no pending criminal cases filed against me in any court, tribunal, or government agency.
3. That I further state that I have not been convicted of any crime of moral turpitude;
4. That this Affidavit is being executed to certify my qualifications for whatever legal purpose it may be required for my requirements;