



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT

Province of Maguindano del Norte

2. NAME :

(Last) MASTURA

(First) TUCAO

(Middle Initial) ONG

3. DATE OF FILING

Apri 22, 2026

4. POSITION

Provincial Governor

5. SALARY

Php 203,200.00

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 c 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:

JORDAN S. BAYAM

Minister, MILG-BARMM