



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

May 19, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC-PENR Officer

SUBJECT : **APPLICATION FOR RETIREMENT UNDER RA 8291 OF
CDO II ALETH C. BUNDOC EFFECTIVE JULY 1, 2023**

Submitted is the application for retirement of CDO II Aleth C. Bundoc under RA 8291 effective July 1, 2023.

Attached are the following documents/requirements:

1. Duly accomplished Applications/Retirement;
2. Application for Life Insurance Benefit;
3. Updated Service Record;
4. Sworn Statement of Assets and Liabilities;
5. Latest Salary Adjustment;
6. Authenticated Copy of Birth Certificate by Philippine Statistics Authority (PSA);
7. PENRO Clearance;
8. Tentative Computation (Retirement Benefits);
9. Marriage Contract; and
10. Ombudsman Clearance.

For information and record.


IMELDA M. DIAZ



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

May 19, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC-PENR Officer

SUBJECT : **APPLICATION FOR RETIREMENT UNDER RA 8291 OF
CDO II ALETH C. BUNDOC EFFECTIVE JULY 1, 2023**

Submitted is the application for retirement of CDO II Aleth C. Bundoc under RA 8291 effective July 1, 2023.

Attached are the following documents/requirements:

1. Duly accomplished Applications/Retirement;
2. Application for Life Insurance Benefit;
3. Updated Service Record;
4. Sworn Statement of Assets and Liabilities;
5. Latest Salary Adjustment;
6. Authenticated Copy of Birth Certificate by Philippine Statistics Authority (PSA);
7. PENRO Clearance;
8. Tentative Computation (Retirement Benefits);
9. Marriage Contract; and
10. Ombudsman Clearance.

For information and record.


IMELDA M. DIAZ
exp. Jm



APPLICATION FOR RETIREMENT/ SEPARATION/ LIFE INSURANCE BENEFITS

Form No. 06302017-RET

Page 1 of 4

INSTRUCTIONS: Ensure that the application form is properly filled out and submit duly accomplished application form to the nearest GSIS Office.

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action.

Date: May 19, 2023

I hereby apply for a retirement/separation/life insurance benefit with the GSIS and declare to the best of my knowledge the following:

Last Name BUNDOC	First Name ALETH	Middle Name CASAREO	GSIS Business Partner (BP) No. 2002134692
Complete Mailing Address Block 6 Lot 15 Darien St. Pleasantville 3 Iyam Lucena City			
Date of Birth (mm/dd/yyyy) 03/29/1961	Place of Birth Sampaloc, Quezon	Gender <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male	
Contact No. (Landline) (042) 332-1913	Cellphone No. 09103013464	E-mail address alethbndoc@yahoo.com	
Civil Status <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widow/Widower		If married, Name of Spouse: (Last Name, First Name, Middle Name) Bundoc Francisco Gonzaga Date of Marriage: June 6, 1984	
Retirement/Separation Benefits Previously Availed (if applicable) <input type="checkbox"/> RA 660 <input type="checkbox"/> RA 1616 <input type="checkbox"/> PD 1146 <input checked="" type="checkbox"/> RA 8291			

I have the honor to apply for

☐ Retirement benefits under the retirement mode marked below, effective _____. I affix my signature beside my chosen option. (Please refer to the Terms and Conditions of each retirement mode on subsequent pages)

RETIREMENT LAW	RETIREMENT OPTIONS	SIGNATURE
RA 660	<input type="checkbox"/> Below age 60, monthly annuity payable annually for 5 years <input type="checkbox"/> Aged 60 to below 63, 3-year lump sum, 2 years balance payable on the 63 rd Birthday; monthly annuity after the 5-year guaranteed period <input type="checkbox"/> Aged 63 and above, 5-year lump sum, monthly annuity after the 5-year guaranteed period	_____
PD 1146	<input type="checkbox"/> Immediate Monthly Pension <input type="checkbox"/> 60 months x Basic Monthly Pension (BMP) and BMP after 5 years	_____
RA 8291	<input type="checkbox"/> Option 1: 60 months x BMP and BMP after 5 years <input checked="" type="checkbox"/> Option 2: 18 months x BMP and BMP to start on date of retirement	<u><i>[Signature]</i></u>
RA 1616	<input type="checkbox"/> Refund of Retirement Premiums (Retirement gratuity to be paid by last Employer)	_____
APPLICATION FOR CLASP	<p>If you opt to retire under a retirement scheme with an immediate monthly pension, you may settle your outstanding loan obligation on installment basis under the Choice of Loan Amortization Schedule for Pensioners (CLASP) program. The remaining balance of your outstanding obligation shall be restructured as a loan with an interest rate of 10% per annum compounded annually (paca). Please indicate your choices below:</p> <p>As payment for my outstanding obligation, please deduct from the proceeds of my retirement benefit the amount equivalent to:</p> <p style="text-align: right;">SIGNATURE</p> <div><input type="checkbox"/> 100%, since I am not availing the CLASP <input type="checkbox"/> 75%, remaining balance of 25% shall be paid through CLASP <input type="checkbox"/> 50%, remaining balance of 50% shall be paid through CLASP <input type="checkbox"/> 25%, remaining balance of 75% shall be paid through CLASP</div> <p>Preferred repayment term for the remaining balance:</p> <div><input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years</div> <p>I confirm that I have read and fully understood the PENSIONER RESTRUCTURED LOAN (PRL) Terms and Conditions and undertake to comply with them. Pursuant to Republic Act (R.A.) No. 9510, otherwise known as the "Credit Information System Act", and its Implementing Rules and Regulations (IRR), I hereby acknowledge and consent to: 1) the regular submission and disclosure of my basic credit data and updates thereon to the Credit Information Corporation (CIC); and 2) the sharing of my basic credit data with lenders authorized by the CIC, and credit reporting agencies and outsource entities duly accredited by the CIC, subject to the provisions of R.A. No. 9510, its IRR and other relevant laws and regulations.</p>	

<input type="checkbox"/> SEPARATION BENEFIT RA 829 _____ tive (mm/dd/yyyy) _____	SIGNATURE _____ _____ _____ _____
<input type="checkbox"/> Below 60 years old with less than 15 years in service (Cash Benefit payable at age 60)	
<input type="checkbox"/> Below 60 years old with more than 15 years in service (Cash Benefit payable upon separation and monthly pension upon reaching age 60)	
<input type="checkbox"/> 60 years old and above with less than 15 years in service (Cash Benefit payable immediately)	

Declaration of Pendency/Non-Pendency of Case	I undertake to submit my Declaration of Pendency/Non-Pendency of case, duly subscribed and sworn to before a Notary Public or Administering Officer of my agency-employer, as a condition for the release of my retirement benefit and in compliance with Section II of CSC Resolution No. 1302242 dated 1 October 2013.
---	--

<input type="checkbox"/> LIFE INSURANCE BENEFIT	
Type of Life Insurance: <input type="checkbox"/> Compulsory <input type="checkbox"/> Optional	Policy No. (if claiming for Optional Policy): _____

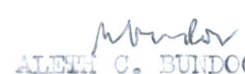

NAME OF CLAIMANT IF MEMBER IS DECEASED:

Last Name	First Name	Middle Name	GSIS Business Partner (BP) No.
Complete Mailing Address			
Date of Birth (mm/dd/yyyy)	Relation to Deceased Member:	Contact No./Cellphone No.	

Type of benefit applied for:

- ☐ Maturity Benefits
- ☐ Cash Surrender Value/Termination Value, in view of my
- ☐ retirement effective _____
 - ☐ resignation/separation from the government service on _____
 - ☐ state other reason/s _____
- ☐ Death Benefits: Date of Death: _____
- ☐ Accidental Death Benefit (ADB) (applicable for CM(LEP)/Optional policies)

It is understood that the entire outstanding balance of my policy as well as the arrearages and balances of my other loans and accountabilities with the GSIS which are due and demandable shall be deducted from the said benefit pursuant to Articles 1231 and 1278 of the Civil Code of the Philippines, RA 8291 and the existing policies of the GSIS.

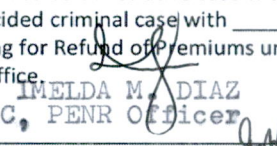
 Signature of Applicant over Printed Name	 Thumb mark (if unable to affix signature)	Printed Name and Signature of Witnesses to Thumb mark: 1. _____ 2. _____
--	--	---

Claim proceeds shall be electronically credited to your eCard/UMID account and may be withdrawn from your nearest bank or ATM. If you have no eCard/UMID, the proceeds will be paid through check.

TO BE FILLED OUT BY HEAD OF AGENCY OR HIS AUTHORIZED ENDORSING OFFICER**1st Endorsement**

Respectfully forwarded to GSIS this application for retirement/separation/life insurance benefit with our recommendation for approval. It is hereby certified that the applicant: (Place a check (v) mark on the pertinent box only)

1. ☐ has no pending administrative/criminal case.
2. ☐ has pending administrative/criminal case at _____
3. ☐ has a decided administrative case with _____. (Please attach certified copy of Decision)
4. ☐ has a decided criminal case with _____. (Please attach certified copy of Decision)
5. ☐ is applying for Refund of Premiums under RA 1616 and the application for gratuity benefit has been approved by this Office.


Signature over printed name of the Head of Agency or his Authorized Endorsing Officer

Date signed: _____

Office name DENR-PENRO

Office address Boac, Marinduque

Application Received By: _____

Date Received: _____

TMS Reference No: _____

I. RETIREMENT

A. Eligibility Requirements

1. Member shall be entitled to the retirement benefit, provided Member is separated from the service at the time of application, and on condition that:

Under RA 660	<div><div>1. Member has been in the service on or before May 31, 1977;</div><div>2. Member must be on permanent status at the time of retirement with continuous service for the last three (3) prior to retirement and has made contributions for at least five (5) years; and</div><div>3. Member has met the age and service requirements (YOS) as indicated below:</div></div> <table><tr><td>Age</td><td>52</td><td>53</td><td>54</td><td>55</td><td>56</td><td>57</td><td>58</td><td>59</td><td>60</td><td>61</td><td>62</td><td>63</td><td>64</td><td>65</td></tr><tr><td>YOS</td><td>35</td><td>34</td><td>33</td><td>32</td><td>31</td><td>30</td><td>28</td><td>26</td><td>24</td><td>22</td><td>20</td><td>18</td><td>16</td><td>15</td></tr></table>	Age	52	53	54	55	56	57	58	59	60	61	62	63	64	65	YOS	35	34	33	32	31	30	28	26	24	22	20	18	16	15
Age	52	53	54	55	56	57	58	59	60	61	62	63	64	65																	
YOS	35	34	33	32	31	30	28	26	24	22	20	18	16	15																	
Under PD 1146	<div><div>1. Member should have been separated/retired on or before June 23, 1997; and</div><div>2. Member has rendered at least fifteen (15) years of service in the government.</div></div>																														
Under RA 8291	<div><div>1. Member should have been separated/retired on or after June 24, 1997;</div><div>2. Member has rendered at least fifteen (15) years of service in the government;</div><div>3. Member is at least sixty (60) years of age at the time of retirement;</div><div>4. Member is not receiving a monthly pension benefit due to permanent total disability; and</div><div>5. Member must not be a uniformed personnel of PNP, BJMP and BFP.</div></div>																														
Under RA 1616	<div><div>1. Member has been in the service on or before May 31, 1977;</div><div>2. Member, regardless of age, must have at least twenty (20) years of service in the government at the time of retirement; and</div><div>3. Member must have rendered continuous service for the last three (3) years and must not incur leave without pay of more than one (1) year except in cases of death, disability, abolition or phase-out of position due to reorganization. Except for teachers who are allowed more than one (1) year leave without pay under the Magna Carta for Teachers.</div></div>																														

2. Request for conversion from one mode of retirement to another shall not be allowed.
3. The retirement proceeds shall at all times be subject to deduction for any outstanding indebtedness the member may have incurred with GSIS, pursuant to Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616, RA 8291 and PD 1146) and existing policies.

B. Conditions For Receipt Of Monthly Pension

Upon reaching the age 60, or after the end of the 5-year guaranteed period, the qualified pensioner is required to personally appear at GSIS Office nearest his/her place of residence. Member shall be required to fill up a **request for commencement of pension** and afterwards enroll for the **GSIS UMID-Compliant eCard/Kiosk transaction card**. Previously registered old-age and survivorship pensioners shall no longer be required to comply with the Annual Renewal of Active Status (ARAS) EXCEPT: 1) Pensioners on suspended status as of April 30, 2011 and has not renewed active status as of present date; and 2) Pensioners whose birth month falls in CY 2011 on the months of February, March or April. The pensioners living abroad or in the ARMM Region shall be required to comply with the ARAS on their birth month every year.

II. SEPARATION

A. Entitlement To Separation Benefits Under RA 8291

A member who has accumulated a minimum of three (3) years creditable service shall be entitled to separation benefit upon resignation or separation under the following terms:

1. For member with at least three (3) years but less than fifteen (15):
A cash payment equivalent to one hundred percent (100%) of the average monthly compensation for every year of creditable service the member has paid contributions, but not less than Twelve Thousand Pesos (P12,000.00), payable upon reaching sixty years of age or upon separation, whichever comes later.
2. For member with at least fifteen (15) years of service and less than sixty (60) years of age upon separation:
 - a. A cash payment equivalent to eighteen (18) times the basic monthly pension, payable at the time of resignation or separation;
 - b. An old-age pension benefit equal to the basic monthly pension, payable monthly for life upon reaching age 60.

B. Prescriptive Period For Filing Of Separation Benefit

Application for separation benefits must be filed within four (4) years from the date of separation as provided for under RA 8291.

III. COMPULSORY LIFE INSURANCE BENEFITS UNDER THE LIFE ENDOWMENT POLICY (LEP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Maturity benefit	The face amount payable to the member upon maturity of the policy.
2. Cash Surrender Value	The earned values during the term of the insurance payable to the member when he is separated from the service before maturity date of the policy or when he is considered as a case of Permanent Total Disability (PTD).
3. Death Benefit	The face value of the policy payable to designated beneficiary/beneficiaries or legal heirs, in the absence of the former, upon the death of the member.
4. Accidental Death Benefit	An additional benefit equivalent to the amount of Death Benefit when the member dies by accident. In this connection, proof must be presented to sufficiently establish that the cause of the member's death is accidental. The right to present sufficient proof to show that death was accidental shall prescribe if the claim for ADB is filed four (4) years after the death of the member.
5. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

IV. COMPULSORY LIFE INSURANCE BENEFITS UNDER THE ENHANCED LIFE POLICY (ELP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Death Benefit	Equivalent to the latest annual salary multiplied by the amount of insurance (AOI) factor which is 1.5 or 18 times the current monthly salary of the member or as determined by the GSIS, payable to the legal heirs, less all outstanding obligations of the member in accordance with Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616, RA 8291 and PD 1146) and existing policies.
2. Termination Value (TV)	The policy earns a TV during the life of the policy computed from the percentage of the life insurance premiums actually remitted and paid to GSIS. TV is equivalent to a percentage of monthly life insurance premiums as determined by the GSIS, due and paid in full, either by direct remittance or through an APL facility. The accumulated TV will grow at such rate as determined by the Actuary and shall be paid to the member upon his separation from the government service less all indebtedness of the member with the GSIS in accordance with Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616, RA 8291 and PD 1146) and existing policies.
3. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

V. OPTIONAL LIFE INSURANCE POLICY (OLIP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Maturity Benefit	The face amount payable to the member upon maturity of the policy less indebtedness consisting of premium arrearages and policy loan balance.
2. Cash Surrender Value	The policy reserve earned by the policy at the end of each anniversary year. After the insurance have been in force for one (1) year, it begins to earn cash value which increases annually, but which never exceeds the face value of the policy. The CSV of the policy less indebtedness and surrender charge is the amount which the GSIS will pay to any policyholder in the event Member surrenders the policy.
3. Disability Benefit	A disability claim arises when during the paying period that the policy is in force; the policyholder becomes permanently and totally disabled before his 60 th birthday, whether the disability is caused by illness or injury. Upon permanent and total disability, premium payments on the policy will not be required from the approved date of disability.
4. Death Benefit	The face value of the policy payable to designated beneficiary/beneficiaries or legal heirs, in the absence of the former, upon the death of the member.
5. Accidental Death Benefit	An additional benefit equivalent to the amount of Death Benefit when death occurred within ninety (90) days from the date of the accident. In this connection, proof must be presented to sufficiently establish that the cause of the member's death is accidental.
6. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

VI. DOCUMENTARY REQUIREMENTS

A. Retirement/Separation Benefit

1. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits
2. Service Record with Leave Without Pay (LWOP) Certification (*indicating the specific dates and time of LWOP*)
3. Declaration of Pendency/Non-Pendency of Case (PPNPC) form (*date administered/notarized should be on or after receipt of notification from GSIS*)

B. Life Insurance Benefit

Maturity or Cash Surrender Value (Regular/ Optional)	<ol style="list-style-type: none"> a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits b. Service Record with LWOP Certification (<i>indicating the specific dates and time of LWOP</i>)
Death Claim/ Accidental Death Benefit (LEP)	<ol style="list-style-type: none"> a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits b. Service Record with LWOP Certification (<i>indicating the specific dates and time of LWOP</i>) c. Death Certificate of member issued by Local Civil Registrar (LCR) or Phil Statistics Authority (PSA) (formerly National Statistics Office or NSO); or authenticated by Philippine Consular Office, if died abroad d. Affidavit of Surviving Legal Heirs/Surviving Spouse/Guardianship Form, if with minor/incapacitated children (for cases with no designated beneficiaries only) e. Court Order, or Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form supported by a Report or Certification issued by the DSWD Office where the minor/ incapacitated dependent child is residing, if the guardian is not the natural parent f. Birth Certificate/s issued by LCR or PSA or valid passport or two (2) valid government-issued IDs with date of birth and signature, if designated beneficiary/ies /payee/s is/are not GSIS member g. Marriage Contract of female beneficiary/ies issued by LCR or PSA h. Police Investigation Report, if death is due to accident
Death Claim (ELP)	<ol style="list-style-type: none"> a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits b. Service Record with LWOP Certification (<i>indicating the specific dates and time of LWOP</i>) c. Death Certificate of member issued by LCR or PSA; or authenticated by Philippine Consular Office, if died abroad d. Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form, if with minor/incapacitated children e. Court Order, or Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form supported by a Report or Certification issued by the DSWD Office where the minor/ incapacitated dependent child is residing, if the guardian is not the natural parent f. Birth Certificate/s issued by LCR or PSA or valid passport or two (2) valid government-issued IDs with date of birth and signature, if designated beneficiary/ies /payee/s is/are not GSIS member g. Marriage Contract of female beneficiary/ies issued by LCR or PSA



SERVICE RECORD

NAME: **Aleth** **C.** **Bundoc** **Casareo**
(Name) (M.I) (Surname) (If married woman, also full maiden name)

BIRTH: **29-Mar-61** **Sampaloc, Quezon**
(Date) (Place) (Date herein should be checked from birth or baptismal Certificate or other reliable documents)

This is to certify that the employee named herein above actually rendered service as shown in the service records below each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned

		RECORD OF APPOINTMENT			OFFICE			SEPARATION	
Inclusive Date		Position/Designation			Entity or Division	Branch	LV ABS w/o Pay	Date	Cause
From	To	Position/Designation	Status	Salary/annum					
06/13/1989	06/30/1989	Social Forestry Officer	Permanent	17,496.00/a	CENRO, Sta. Cruz, M'duque		None		
07/01/1989	12/31/1989	CDO II	do	53,016.00/a	do		do		
01/01/1990	04/12/1992	do	do	53,016.00/a	do		do		
04/13/1992	12/31/1992	do	do	53,598.00/a	do		do		Notice of Salary
01/01/1993	12/31/1993	do	do	53,598.00/a	PENRO, Boac, M'duque		do		Increment dtd 12-29-92
01/01/1994	12/31/1994	do	do	61,956.00/a	do		do		NCC # 72 dtd 3-29-92
01/01/1995	12/31/1995	do	do	74,484.00/a	do		do		NCC # 74 DTD 01-02-96
01/01/1996	12/31/1996	do	do	93,912.00/a	do		do		NCC # 44 DTD 01-02-96
01/01/1997	10/31/1997	do	do	119,544.00/a	do		do		
11/01/1997	12/31/1997	do	do	145,176.00/a	do		do		NBC # 458
01/01/1998	06/12/1998	do	do	145,176.00/a	do		do		
06/13/1998	12/31/1999	do	do	148,000.00/a	do		do		Step Increment
01/01/2000	12/31/2000	do	do	163,680.00/a	do		do		NBC # 468
01/01/2001	06/30/2001	do	do	163,880.00/a	do		do		
07/01/2001	12/31/2001	do	do	176,160.00/a	do		do		NBC # 474
01/01/2002	12/31/2002	do	do	176,160.00/a	do		do		
01/01/2003	12/31/2003	do	do	176,160.00/a	do		do		
01/01/2004	06/12/2004	do	do	176,160.00/a	do		do		
06/13/2004	12/31/06	do	do	180,576.00/a	do		do		Step Increment
01/01/2007	06/30/2007	do	do	180,576.00/a	do		do		
07/01/2008	06/30/2008	do	do	203,580.00/a	do		do		NBC #511
07/01/2008	06/30/2009	do	do	223,944.00/a	do		do		NBC #516
07/01/2009	06/12/2010	do	do	247,680.00/a	do		do		NBC# 521
06/13/2010	06/23/2010	do	do	252,768.00/a	do		do		Step Increment
06/24/2010	05/31/2011	do	do	275,988.00/a	do		do		NBC# 524
06/01/2011	05/31/2012	do	do	299,208.00/a	do		do		NBC# 530
06/01/2012	12/31/2015	do	do	322,416.00/a	do		do		NBC# 540
01/01/2016	12/31/2016	do	do	340,128.00/a	do		do		NBC#562
01/01/2017	12/31/2017	do	do	358,824.00/a	do		do		NBC#568
01/01/2018	12/31/2018	do	do	378,540.00/a	do		do		NBC#572
01/01/2019	12/31/2019	do	do	399,348.00/a	do		do		NBC#575
01/01/2020	12/31/2020	do	do	417,612.00/a	do		do		NBC# 579
01/01/2021	12/31/2021	do	do	435,876.00/a	do		do		NBC# 584
01/01/2022	12/31/2022	do	do	454,140.00/a	do		do		NBC# 588
01/01/2023	06/30/2023	do	do	472,404.00/a	do		do		NBC# 591
07/01/2023	Date of Optional Retirement								
=====									
	NOTE:								
This is issued upon request of Mrs. Bundoc for whatever legal purpose it may serve.									

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and in accordance with Circular No. 58, dated August 10, 1954 of the Government Service Insurance System.

Date

CERTIFIED CORRECT:
Eden P. Palacios
EDEN P. PALACIOS
Administrative Officer IV

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of JUNE 30, 2023
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.
☒ Joint Filing ☐ Separate Filing ☐ Not Applicable

DECLARANT:	BUNDOC (Family Name)	ALETH (First Name)	C. (M.I.)	POSITION:	COMMUNITY DEVELOPMENT OFFICER II
ADDRESS:	BLOCK 6 LOT 15 DARIEN STREET PLEASANTVILLE 3 IYAM LUCENA CITY			AGENCY/OFFICE:	DENR/PENRO MARINDUQUE CAPITOL COMPOUND, BRGY. BANGBANGALON, BOAC, MARINDUQUE
SPOUSE:	BUNDOC (Family Name)	FRANCISCO (First Name)	G. (M.I.)	POSITION:	FISHERY MARKET OPERATIONS OFFICER II
				AGENCY/OFFICE:	LUCENA FISHING PORT COMPLEX PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY
				OFFICE ADDRESS:	BRGY. DALAHICAN, LUCENA CITY

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
HOUSE & LOT	RESIDENTIAL	BLOCK 6 LOT 15 DARIEN ST. PLEASANTVILLE 3, IYAM, LUCENA CITY	Php91,600	Php1.2M	1993	MORTGAGE	Php560,556.00

Subtotal: Php560,556.00

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
CAR-TOYOTA-WIGO	2021	Php799,920.00
APPLIANCES/FURNITURES/BOOKS	1983-2002	298,000.00
JEWELRIES	1983-2018	43,000.00
INSURANCE PREMIUM	2019	440,000.00
MOBILE DEVICE	2020	15,999.01
INSULAR INVESTMENT FUND	2018	50,000.00
CASH IN BANK	2023	99,823.23
RECEIVABLES	2023	220,000.00

Subtotal : Php1,966,742.24

TOTAL ASSETS (a+b): Php2,527,298.24

* Additional sheet/s may be used, if necessary.

Mundo J. G. Jr.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
CAR LOAN	TOYOTA	546,612.00
EMERGENCY LOAN, CONSO LOAN	GSIS	147,697.80
TOTAL LIABILITIES:		Php694,309.80
NET WORTH : Total Assets less Total Liabilities =		Php1,832,988.44

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☒ I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
IRENE B. LACO	SISTER-IN-LAW	TEACHER	DepEd/ PAOMBONG, BULACAN
CYNTHIA C. DALIDA	SISTER	NURSE	CITY HEALTH OFFICE/ LUCENA CITY

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: 06/30/2023

Mundor
(Signature of Declarant)
Government Issued ID: BIR TAXPAYER'S ID
ID No.: 124-656-362
Date Issued: JANUARY 14, 1992

Juana
(Signature of Co-Declarant/ Spouse)
Government Issued ID: BIR TAXPAYER'S ID
ID No.: 135-644-581
Date Issued: JANUARY 31, 1992

SUBSCRIBED AND SWORN to before me this 30th day of June 2023 affiant exhibiting to me the above-stated government issued identification card.

Gemma P. Delos Reyes
GEMMA P. DELOS REYES
In-Charge, Management Services Division
(Person Administering Oath)



NOTICE OF SALARY ADJUSTMENT

February 8, 2023

MS. ALETH C. BUNDOC
DENR-PENRO
Boac, Marinduque

Madam:

Pursuant to National Budget Circular No. 591 dated January 10, 2023, implementing Republic Act No. 11466, dated January 8, 2020, your salary is hereby adjusted effective January 1, 2023, as follows:

1. Adjusted monthly basic salary effective January 1, 2023, under the new Salary Schedule; SG 15, Step 8. P 39,367.00 ✓
2. Actual monthly basic salary as of December 31, 2022; SG 15, Step 8. P 37,845.00 ✓
3. Monthly salary adjustment effective January 1, 2023 (1-2) P 1,522.00 ✓

3
It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,


DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director for
Management Services

Position Title: Community Development Officer II

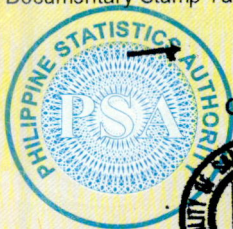
Salary Grade: 15

Item No./ Unique Item No., FY 2019 Personal Services Itemization
and/or Plantilla of Personnel: OSEC-DENRB-CDVO2-18-1998

Copy Furnished: GSIS

CERTIFIED PHOTOCOPY


EDEN P. PALACIOS
ADMINISTRATIVE OFFICER I



Civil Registry Form No: 1A (Birth Available)

Republic of the Philippines

Province of Quezon

MUNICIPALITY OF SAMPALOC

--ooOoo--

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR


06 APRIL 2021

TO WHOM IT MAY CONCERN:

We certify that, among others, the following facts of birth appear in our Register of Births on page 81 of book number 3:

Registry Number	1961-70
Date of Registration	04 APRIL 1961
Name of Child	ALETH ENCALLADO CASAREO
Sex	FEMALE
Date of Birth	29 MARCH 1961
Place of Birth	SAMPALOC, QUEZON
Name of Mother	FELICISIMA PRINCIPE ENCALLADO
Citizenship of Mother	FILIPINO
Name of Father	GERMAN DAYO CASAREO
Citizenship of Father	FILIPINO
Date of Marriage of Parents	
Place of Marriage of Parents	
Remarks/ Annotations	

This certification is issued to PSA-OCRG, QUEZON CITY upon his/her request.


CARMENCITA A. ABEJAR
MUNICIPAL CIVIL REGISTRAR

Verified by:  JEANETTE D. MOSCARE
ADMINISTRATIVE AIDE VI

Amount Paid: XXX
O.R. Number: XXX
Date Paid:

Note: A mark, erasure or alteration of any entry invalidates this certification.


08444-04-132KDG-00465-BI002

BEST POSSIBLE IMAGE



T002084441320046502132023002




CLAIRE DENNIS S. MAPA, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority



OFFICE CLEARANCE

I PURPOSE					
TO: Department of Environment and Natural Resources				JANUARY 27, 2023	
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 checked="" type="checkbox"/> Retirement <input type="checkbox"/> Leave of Absence Please specify :					
Effectivity / Inclusive Period: JULY 1, 2023					
Office of Assignment: DENR-PENRO, Boac, Marinduque Position / SG / Step: COMMUNITY DEVELOPMENT OFFICER II/15/8				ALETH C. BUNDOC 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.					
CYNTHIA L. LOZANO CHIEF, TECHNICAL SERVICES DIVISION					
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department		Cleared	Not Cleared	Amount / Remarks	Name of Clearing Officer/Official
Signature					
Property and Work-related Accountabilities					
1. Property and Supply Management Division /Section / Unit					NILO L. ALCOBER
2. Records Management Division / Section / Unit					MANOEL CHRISTIAN S. MUNAR
3. Personnel Division / Section / Unit					EDEN P. PALACIOS
a. Leave of Absence w/o Pay					
b. Salary Overpayments					
c. Personnel Records					
d. Exit SALN					
e. Exit Interview					
4. Scholarship					
a. Local					
b. Foreign					
Financial Accountabilities					
5. Accounting Division / Section / Unit					LORELYN P. SAET
a. Bond/Cash Advance (SDO)					
b. Unliquidated Travel					
c. Accounts Receivable					
d. Audit Disallowances					
6. Loans					
a. Credit Coop					
b. Multi-Purpose Cooperative					
c. FOSLA					
d. Land Bank of the Philippines					
e. Others					
7. Project HOPE					
8. Library					
9. Employees Association / Union					DON GIBSON D. MERCADO
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Division / Legal Division / Unit					
<input type="checkbox"/> with pending administrative case					
<input type="checkbox"/> with ongoing investigation (no formal charge yet)					
V CERTIFICATION					
IMELDA M. DIAZ OIC-PENR OFFICER Signature over Printed Name of Agency Head / Authorized Official					

ALETH C BUNDOC

BP Number	2002134692	Date of Birth	03/29/1961	Email Address	alethbundoc@yahoo.com
CRN/UMID Number	006002302616	Contact Number	09103013464	Agency Name	DENR MARINDUQUE

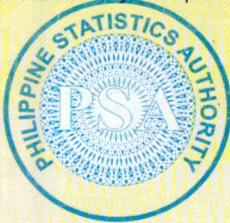
Retirement Information

Tentative Retirement Date	05/04/2023
Total Length of Service	33.89408
Periods with Premium Payments	33.79033322
Average Monthly Compensation	36,576.67
Date of Appointment	06/13/1989
Date of Application	05/04/2023

Retirement Tentative Computations

Retirement Options	Monthly Pension	Pension Date	Benefit Amount	Total Deductions	Net Proceeds	Payable Date
<u>SYR LUMP SUM PLUS PENSION AFTER 5</u>	31,489.78	05/04/2028	1,889,386.80	0.00	1,889,386.80	05/04/2023
<u>18MOS CP AND PENSION IMMEDIATELY</u>	31,489.78	05/04/2023	595,258.42	0.00	595,258.42	05/04/2023

** Select retirement option to view tentative computation details



MUNICIPAL FORM NO. 97--(Form No. 13)

REGISTER NO. 84-492

MARRIAGE CONTRACT

City or Municipality of TAGIG Province of MEIRO MIA.

	HUSBAND	WIFE
Contracting Parties	FRANCISCO G. BUNDOC	ALETH E. CASAREO
(a) Age	22 years old	23 years old
(b) Nationality	Filipino	Filipino
(c) Residence	San Pedro, Laguna	Mapindan, Tagig, M.Mia.
Single, widowed or divorced	Single	Single
Father	Hermogenes Bundoc	German D. Casareo
Nationality	Filipino	Filipino
Mother	Conchita Gonzaga	Felicisima Encallado
Nationality	Filipino	Filipino
Witnesses	Pablo Garcia	Rodolfo Aquino
Residence	Los Baños, Laguna	Mapindan, Tagig, M.Mia.
Persons who gave consent or advice	Hermogenes Bundoc	Of age
(a) Residence	Conchita Gonzaga	
(b) Relation to contracting party	Parents	

Place of marriage Office of the Municipal Mayor of Tagig, Meiro Mia.
House of
Barrio of Church ofDate of marriage JUNE 6, 1984Marriage solemnized by HON. MAYOR LEVI B. MARIANO, MNSA
(a) Municipal Mayor (b) Tagig, Meiro Mia.

THIS IS TO CERTIFY: That I, Francisco G. Bundoc and Aleth E. Casareo
I, Aleth E. Casareo on the date and at the place above given, of our own free will
and accord, and in the presence of the person solemnizing this marriage and of the two witnesses named
below, both of age, take each other as husband and wife.

And I, Atty. Levi B. Mariano

Municipal Mayor

CERTIFY: That on the date and at the place above written the aforesaid Francisco G. Bundoc
Aleth E. Casareo were with their mutual consent lawfully joined together
in holy matrimony by me in the presence of said witnesses, both of age; and I further certify that
the Marriage License No. 7600586, issued at Tagig, Meiro Mia. on June 4, 1984
in favor of said parties, was exhibited to me or no marriage license was exhibited to me, this marriage
being of an exceptional character performed under Art. of Rep. Act 386; and that consent or
advice to such marriage was duly given, as required by law, by the person or persons above men-
tioned.

IN WITNESS WHEREOF, we signed, (or marked with our fingerprint) this certificate in triplicate
this 6th day of June, 1984

Francisco G. Bundoc

(Contracting Party)

Aleth E. Casareo

(Contracting Party)

HON. MAYOR LEVI B. MARIANO, MNSA

(Judge, Justice of the Peace, Mayor, Priest, Minister, etc.)

WITNESSES

PABLO GARCIARODOLFO AQUINO

(See back)

13-108

1140

6-18-84

08444-0B-132MYC-00465-MI001

BEST POSSIBLE IMAGE



T002084441320046502132023001



CLAIRE DENNIS S. MAPA, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE OMBUDSMAN

0304213 -15

C L E A R A N C E

This certifies that our records show that as of 20 April 2023, **ALETH CASAREO BUNDOC, DENR-PENRO, Brgy. Bangbangalon, Boac, Marinduque**, has NO PENDING CRIMINAL AND ADMINISTRATIVE CASES with the Office of the Ombudsman.

Issued on **26 April 2023** upon the request of **ALETH CASAREO BUNDOC** for whatever legal purposes it may serve.

BY AUTHORITY OF THE OMBUDSMAN

JAMES G. VIERNES
Acting Director, Public Assistance Bureau

NOT VALID WITHOUT DRY SEAL.
NOT VALID WITH ERASURES/ALTERATIONS.

OR#:LBP 56035254 / P150.00 / 2023-04-13
CONTROL NO. 23-304213-15

/AAN

WE PROTECT