



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
PENRO MARINDUQUE



July 29, 2024

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 OPTIONAL RETIREMENT OF
FOREST RANGER ALMER L. PEREGRIN EFFECTIVE
JANUARY 1, 2025**

Submitted is the Memorandum dated July 25, 2024 of Forest Ranger Almer L. Peregrin regarding his optional retirement effective January 1, 2025.

Mr. Peregrin has served this Office for thirty three (33) years of public service and considered an asset to our agency. This Office appreciates the way in which he has committed and guided the agency as Forest Ranger which greatly helped the organization.

Attached are the following documents/requirements:

1. Letter of Intent, indicating the reason for one's decision for optional retirement and the intended date of retirement;
2. Certified copy of the latest performance rating for the 1st Semester, C.Y. 2024 (to follow);
3. Declaration of Pendency/Non-Pendency of Case (Annex A);
4. Ombudsman Clearance issued not earlier than a month prior to the filing of intent to retire (Applied); and
5. Letter request for Certificate of No Pending Case.

For information and consideration.


IMELDA M. DIAZ



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
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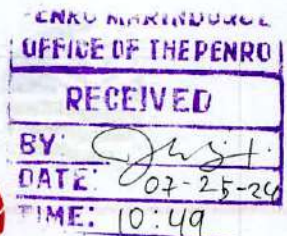
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EMP.



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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PENRO MARINDUQUE



PENRO DOCUMENT ACTION AND TRACKING SLIP

DOCUMENT INFORMATION

Document Category: **Incoming**

Document No.: **2024-IN-005357**

Sender/s:

• **Almer L. Peregrin**

Originating Office: **DENR-PENRO Marinduque**

Classification: **Simple**

Subject: **Application for Optional Retirement of FR Almer L. Peregrin in PENRO Mdque/Almer L. Peregrin**

Encoded By: **Jocelyn Pastoral**

Document Type: **Memorandum**

Control Code:

Date & Time Received: **07/25/2024 10:27 AM**

Address: **Boac, Marinduque**

Is This Urgent?: **Yes**

HISTORY LOGS

DOC. FROM	DOC. TO	RECEIVED	RELEASED	RUNTIME	ACTION TO BE TAKEN	REMARKS	ATTACHMENTS
• Almer L. Peregrin	• Imelda Diaz	07/25/2024 10:27 AM	07/25/2024 10:28 AM	1 min.	For information.		
• Imelda Diaz		07/25/2024 10:28 AM		1 min			
	MSD						
OMSD	AFS	07/26/24	07/26/24				

Pb. endorse to
R.O.

Please prepare the
necessing/pertinent
documents/requirements
as attachment to the
endorsement.

Thanks.

Note: IPCR for the 1st semester, CY 2024

For appropriate action and
Please comply on the instruction of FASD
Gemma De los Reyes to prepare necessary
attachment/documents. Thank you.



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
PENRO MARINDUQUE



MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region

THRU : The PENR Officer

FROM : Forest Ranger Almer L. Peregrin

SUBJECT : APPLICATION FOR OPTIONAL RETIREMENT BY
FOREST RANGER ALMER L. PEREGRIN IN PENRO
MARINDUQUE



Please be informed that the undersigned will be retired on the government service effective January 01, 2025.

It is an honor to work with government especially the Department of Environment and Natural Resources, MIMAROPA Region and I am very thankful for that opportunity wherein experiences and learnings were shared to me by the agency for the past Thirty-Three (33) years.

For information, record, and favorable action.

ALMER L. PEREGRIN



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
PENRO MARINDUQUE



July 25, 2024

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region

THRU : The PENR Officer

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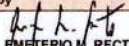
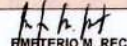
ALMER L. PEREGRIN


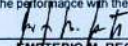

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

MAR 30 2023 6657

I, ALMER L. PEREGRIN, of the Protected Area Office, DENR-PENRO Boac, Marinduque, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2023.

ALMER L. PEREGRIN
Forest Ranger
(Ratee)
Date: March 30, 2023

Reviewed by	Date	Approved by	Date				
 EMETERIO M. RECTO SVEMS/PASu MWS	March 30, 2023	 EMETERIO M. RECTO SVEMS/PASu MWS	March 30, 2023				
P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	Q ²	T ³	A ⁴	
GENERAL ADMINISTRATION AND SUPPORT							
Implementation of Good Governance Condition	IPCR Commitment based on the approved IPCR submitted to PENRO Personnel Unit by end of August 30, 2023 2023	100% IPCR Committed based on the approved DPCR submitted to Personnel Unit by August 14, 2023	-	5.000	5.000	5.000	Scope of Coverage: CY 2022 MOVs: receiving copy of IPCR Dimensions to Measure: Quality & Timeliness
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Protected Area Development and Management	Deliver 6 notice of meeting agenda and minutes of previous meeting 1 week before the schedule of PAMB Meeting	6 delivered notice of meeting agenda and minutes of previous meeting delivered 1 week before the schedule with date of PAMB meeting	3.000	5.000	4.000	4.000	Scope of Coverage: Protected Area 3rd Qtr - August 23, 2023 and 4Qtr. October 3, 202 at PENRO Conference Hall Boac. MOVs: PAMB Resolution with approved Minutes of Meeting Dimensions to Measure: Quantity Quality & Timeliness
Maintain of signages/billboards (No.)	Assisted in the maintenance of 4 signages with 80% accuracy at the end of July-December 2023.	4 Signages Assisted maintenance with 100% accuracy 2 week before deadline of December 2023.	3.000	5.000	3.000	3.667	Scope of Coverage CY2022 MOVs Monthly Accomplishment Report of PAMO- MWS Maintenance of signages/billboard within PAMWS, Brgy Canat Boi Bayuti Binunga Boac.
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Project	Patrolling of 5 Barangays within PA with 80% accuracy for the duration of the July-December 2023.	6 Barangay Patrolled within PA, with 100% accuracy for duration of 2nd semester.	3.000	4.000	3.000	3.333	Scope of Coverage CY 2022 Conduct Monitoring /Patrolling within PAMWS and Report submitted and received by Penro Dimension to Measure Quality Quantity& Timeliness Brgy Bayuti Boi Canat Hinapulan Binunga Balagasan.
	Submit Monthly Accomplishment Reports 80% accuracy at the working day.	Submitted 6 Monthly Accomplishment report with 90% accuracy by end of the month.	3.000	4.000	3.000	3.333	Scope of Coverage: Monthly Accomplishment Report of PAMO-MWS MOVs: Accomplishment Report submitted and received by PENRO Dimension to Measure.
Patrolling of Natural under LAWIN Forest Biodiversity Monitoring	120 km of patrol conducted within the conservation area uploaded to LAWIN Server by the end of December 2023.	148.8 km. of the area Patrolling using Lawin Tech. as of July-December 2023 and submitted report 100% accuracy	4.354	5.000	4.000	4.451	PAMO atleast 10km. regular patrol conducted (Monthly) Scope of Coverage Brgy Bayuti Boi Canat Hinapulan and Binunga Total area 146.8 Km. as of January- December 2023 of Protected Area MOVs: Based on the data uploaded on the LAWIN Server and reports submitted. Dimensions to Measure: Quality Quantity and Timeliness

P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	Q ²	T ³	A ⁴	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Protected Areas Development and Management							
1. Demarcation of Boundaries	Assist in conducting monitoring of demarcation of Boundaries for Legislated PA's with 80% accuracy by the end of December 2023.	Assisted in conducting monitoring of Demarcation corner of Boundaries for Legislated PA's with 100% accuracy by end of March 2023.	3.000	5.000	4.000	4.000	Scope of Coverage, CY 2021 (260 Monuments within Parcel I & II of MWS) MOVs. Inspection Report with geotagged photos and Map of the Area demarcated. Dimension to Measure, Quality & Timeliness
Final Average Rating:			4.279				VS
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Rating	Date		
 ALMER L. PEREGRIN Forest Ranger	February 27, 2023	I certify that I discussed my assessment of the performance with the employee.  EMETERIO M. RECTO SVEMS/PASU-MWS	February 27, 2023	 IMELDA M. DIAZ OIC, PENR-Officer	February 27, 2023		

Legend: 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average

Note:
 *** Qualifying Indicators
 ** Ranking Indicators
 * Other Indicators (The Breaker)

CERTIFIED PHOTOCOPY

 EDEN P. PALACIOS
 ADMINISTRATIVE OFFICER

DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I ALMER L. PEREGRIN, Filipino of legal age, with permanent address at Barangay Isok I, Boac, Marinduque, and holder of the position Forest Ranger at the DENR-PENRO MARINDUQUE, after being sworn in accordance with law, hereby depose and state that:

1. I am:
 - 1.1 applying for optional retirement effective January 01, 2025 ☒
 - 1.2 tendering my resignation effective _____: ☐
2. I have:
 - 2.1 no pending case¹ ☒
 - 2.2 a pending case ☐
 - administrative disciplinary case ☐
 - criminal case ☐
3. The NATURE/SPECIFIC OFFENSE CHARGED in the pending criminal/administrative disciplinary case is: N/A
4. The venue of the investigation/trial: N/A
5. On appeal: ☐ YES ☐ NO
6. The appeal is pending before: N/A
7. I am executing this Declaration of Pendency/Non-Pendency of Case to attest to the truth of the foregoing facts and to enable me to process and secure the release of my retirement benefits.
8. By executing this Declaration of Pendency / Non-Pendency of Case, I hereby authorize the Head of Agency to verify the status of any case(s) filed against me in any forum.
9. Further, I am executing this Declaration of Pendency / Non-Pendency of Case under pain of criminal and/or administrative liability under existing laws.


ALMER L. PEREGRIN

Signature over printed name

SUBSCRIBED AND SWORN to before me this 30th day of July, 2024,
affiant exhibiting to me his / her _____.


IMELDA M. DIAZ
OIC, PENR Officer

(Person Administering Oath)

¹ A pending case shall refer to both criminal and administrative disciplinary case. An administrative disciplinary case is considered when the disciplining authority has issued a formal charge or a notice of charge to the respondent, while a criminal case shall be considered pending from the time an Information or Complaint is filed in court.

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PENRO MARINDUQUE



July 29, 2024

The OIC, Regional Executive Director
DENR-MIMAROPA Region

Thru: The Chief, Legal Division

Sir:

The undersigned is respectfully requesting for a Certificate of No Pending Administrative/Criminal Case under DENR MIMAROPA Region.

This certification is for retirement purposes effective January 01, 2025.

Thank you.

ALMER L. PEREGRIN
Forest Ranger
DENR-PENRO, Boac, Marinduque



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