



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



July 16, 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
ADMINISTRATIVE OFFICER IV (HRMO II) EDEN P.
PALACIOS IN PENRO MARINDUQUE EFFECTIVE
JANUARY 1, 2025**

Submitted is the Memorandum dated June 27, 2024 of Administrative Officer IV (HRMO II) Eden P. Palacios regarding her optional retirement effective January 1, 2025.

Ms. Palacios has served this Office for thirty seven (37) years, one (1) month and twenty nine (29) days of public service and considered an asset to our agency. This Office appreciates the way in which she has committed and guided the agency as Administrative Officer IV (HRMO II) 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
PENRO MARINDUQUE



July 16, 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
ADMINISTRATIVE OFFICER IV (HRMO II) EDEN P.
PALACIOS IN PENRO MARINDUQUE EFFECTIVE
JANUARY 1, 2025**

Submitted is the Memorandum dated June 27, 2024 of Administrative Officer IV (HRMO II) Eden P. Palacios regarding her optional retirement effective January 1, 2025.

Ms. Palacios has served this Office for thirty seven (37) years, one (1) month and twenty nine (29) days of public service and considered an asset to our agency. This Office appreciate the way in which she has committed and guided the agency as Administrative Officer IV (HRMO II) 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
enr. [Signature]



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



OFFICE OF THE PENRO
RECEIVED
BY: *Just*
DATE: 06-28-24
TIME: 1:33

PENRO DOCUMENT ACTION AND TRACKING SLIP

DOCUMENT INFORMATION

Document Category: **Incoming**
Document No.: **2024-IN-004966**
Sender/s:
• **Eden P. Palacios**

Encoded By: **Jocelyn Pastoral**
Document Type: **Memorandum**
Control Code:
Date & Time Received: **06/28/2024 01:16 PM**

Originating Office: **DENR-PENRO Marinduque**
Classification: **Simple**
Subject: **Application for Optional Retirement of Adm. Officer IV (HRMO II) Eden P. Palacios in PENRO Marinduque/Eden P. Palacios**

Address:
Is This Urgent?: **Yes**

HISTORY LOGS

DOC. FROM	DOC. TO	RECEIVED	RELEASED	RUNTIME	ACTION TO BE TAKEN	REMARKS	ATTACHMENTS
• Eden P. Palacios	• Imelda Diaz	06/28/2024 01:16 PM	06/28/2024 01:18 PM	2 mins.	For information.		
• Imelda Diaz		06/28/2024 01:18 PM Viewed on:		1 min			

MSD

*Pls. endorse it
to R.O
J.*

In-charge *Chief, AFS* *07/05/24* *07/05/24*
OWNED *9:18 AM* *9:45 AM*

AFS Chief Maria Babylyn,

*Kindly prepare endorsement
to R.O. Thank you.*

*for Eden Palacios
Personal Use*

*Please prepare endorsement to
the Regional Office as instructed
by Incharge, Office MSD and OIC, PENR
Office. Thank you*



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



June 27, 2024

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The OIC, PENR Officer

FROM : Administrative Officer IV (HRMO II)

SUBJECT : APPLICATION FOR OPTIONAL RETIREMENT OF
ADMINISTRATIVE OFFICER IV (HRMO II)
EDEN P. PALACIOS IN PENRO MARINDUQUE



Please be informed that the undersigned will be retiring from the government service effective January 1, 2025 due to health problem.

I would like to extend my gratitude to the Department of Environment and Natural Resources, MIMAROPA Region that had given me the opportunity for my personal/personality development and career advancement while in service for thirty seven (37) years, one (1) month and twenty nine (29) days.

For information, record and favorable action.

Eden P. Palacios
EDEN P. PALACIOS



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



June 27, 2024

MEMORANDUM

**FOR : The Regional Executive Director
DENR MIMAROPA Region**

THRU : The OIC, PENR Officer

FROM : Administrative Officer IV (HRMO II)

**SUBJECT : APPLICATION FOR OPTIONAL RETIREMENT OF
ADMINISTRATIVE OFFICER IV (HRMO II)
EDEN P. PALACIOS IN PENRO MARINDUQUE**

Please be informed that the undersigned will be retiring from the government service effective January 1, 2025 due to health problem.

I would like to extend my gratitude to the Department of Environment and Natural Resources, MIMAROPA Region that had given me the opportunity for my personal/personality development and career advancement while in service for thirty seven (37) years, one (1) month and twenty nine (29) days.

For information, record and favorable action.

Eden P. Palacios
EDEN P. PALACIOS



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



June 27, 2024

MEMORANDUM

**FOR : The Regional Executive Director
DENR MIMAROPA Region**

THRU : The OIC, PENR Officer

FROM : Administrative Officer IV (HRMO II)

**SUBJECT : APPLICATION FOR OPTIONAL RETIREMENT OF
ADMINISTRATIVE OFFICER IV (HRMO II)
EDEN P. PALACIOS IN PENRO MARINDUQUE**

Please be informed that the undersigned will be retiring from the government service effective January 1, 2025 due to health problem.


I would like to extend my gratitude to the Department of Environment and Natural Resources, MIMAROPA Region that had given me the opportunity for my personal/personality development and career advancement while in service for thirty seven (37) years, one (1) month and twenty nine (29) days.

For information, record and favorable action.

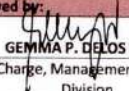
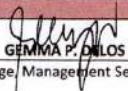

EDEN P. PALACIOS

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, EDEN P. PALACIOS, Administrative Officer IV (HRMO II), of the DENR – PENRO Marinduque, Sector of Administrative Services, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July - December 2023.


EDEN P. PALACIOS
 Administrative Officer IV (HRMO II) (Ratee)

Date: April 24, 2023

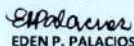
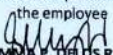

Reviewed by:		Approved by:		Date			
 GEMMA P. DELOS REYES In-Charge, Management Services Division		 GEMMA P. DELOS REYES In-Charge, Management Services Division		April 24, 2023			
April 24, 2023		April 24, 2023		April 24, 2023			
Outputs/MFOs/PAPs	SUCCESS INDICATORS	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT							
Compliance to PhilGEPS Conditions	100% compliance to PhilGEPS conditions complied by January 31, 2024	100% compliance to PhilGEPS conditions complied by April 03, 2023	5.000	5.000	5.000	5.000	Scope of Coverage: Jan 01-Dec 31, 2023 Status of notices in the PhilGEPS System for all transactions for the period January 01, 2023 to December 31, 2023, is updated on or before Jan 31, 2024 MOVs: PhilGEPS Generated PBB Report at https://data.philgeps.gov.ph on proof of submitted justification to ac25secretariat@dap.edu.ph Copy furnished Regional Office and Central Office Dimension to Measure: Quantity, Quality & Timeliness Copy furnish DENR Central Office (PSMD-PrMS)
Conduct of Early Procurement Activity (EPA)	50% of the total value of eligible projects conducted from the submission of NEP to Congress and with approved indicative APP submitted before January 31, 2024	60.14% of the total value of eligible projects conducted from the submission of NEP to Congress and with approved from Indicative APP with certification submitted to GPPB-TSO on January 10, 2024	4.354	5.000	5.000	4.785	Scope of Coverage: 2024 Procurement Projects Status of notices in the PhilGEPS System for Early Procurement is updated on or before January 31, 2024 MOVs: Submitted Certificate to GPPB. Deadline should be reflected letter advisory issued by GPPB Dimensions to Measure: Quantity, Quality & Timeliness
Posting of FY 2024 APP-Non CSE in the Agency Transparency Page	100% of Indicative FY 2024 APP-Non CSE in the Agency's Transparency Seal webpage posted on 30 September 2023	100% of Indicative FY 2024 APP-Non CSE in the Agency's Transparency Seal webpage posted on 19 September 2023		5.000	5.000	5.000	Scope of Coverage: 2024 MOVs: Printed copy/screenshot of proof of posting of Indicative FY 2024 in the Transparency Seal Dimension to Measure: Quality and Timeliness
Submission of Annual Procurement Plan – Common Use supplies and equipment (APP CSE) to DBM-PS through PHILGEPS Virtual Store	100% of Annual Procurement Plan Common Use and equipment (APP CSE) submitted to DBM-PS through PhilGEPS Virtual Store using the prescribed format based on DBM Circular Letter 2013-14	100% of Annual Procurement Plan Common Use and equipment (APP-CSE) submitted to DBM-PS through PHILGEPS Virtual Store using the prescribed format based on BDM		5.000	5.000	5.000	Scope of Coverage: CY 2024 MOVs: https://ps-philgeps.gov.ph/home/index.php/agency-relations/app-cse-2022 - submission list of agencies with successful 2022 APP-CSE submission on the Virtual Store Dimension to Measure: Quality & Timeliness

	dated November 29, 2013 on the prescribed period set by DBM-PS (September 30, 2023)	Circular Letter 2013-14 dated Nov 29, 2013 on September 21, 2023					
Implementation of Good Governance Conditions	100% Certification of Leave Credits issued to all employees 7 working days after each semester	100% of Certification of Leave Credits issued to all employees 2 working days after the 2 nd semester issued January 2, 2023		5.000	5.000	5.000	Scope of Coverage: All leave credits certificate issued to all employees each semester MOVs: Leave Credits Certification Dimension to Measure: Quality and Timeliness.
Submission of IDP of 100% of permanent employees	One(1) L&D intervention per permanent employee provided on 31 December 2023	One(1) L&D Intervention per permanent employee provided by September 30, 2023	5.000		4.707	4.854	Scope of Coverage: FY 2023 L&D intervention MOVs: TDD database, PENRO HR database, Coaching Plan and Coaching Form Dimension to Measure: Quality and Timeliness Regular Employee only
Actions on Documents Request	100% documents acted upon with partial minor revision 7 working days for simple documents and 15 working days for complex documents upon receipt	100% documents acted upon within 2 workings days for simple documents and within 5 working days for complex documents with complete MOVs		4.000	5.000	4.500	Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimension to Measure: Quality & Timeliness
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	4 Quarterly Accomplishment Reports based on the prescribed format submitted to RO 5 days after the ensuring quarter	2 Quarterly Accomplishment Reports based on the prescribed format submitted to RO on the following dates: 3rd Quarter – October 5, 2023 4th Quarter – January 5, 2023		5.000 5.000 5.000	3.000 3.000 5.000	4.000 4.000 4.000	Scope of Coverage: Quarterly Report MOVs: Accomplishment report submitted to RO Dimension to Measure: Quality & Timeliness
	FY 2024 Annual Work and Financial Plan based on 2024 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on September 15, 2023	FY 2024 Annual Work and Financial Plan based on 2024 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on September 18, 2023		4.000	2.866	3.433	Scope of Coverage: FY 2024 MOVs: Endorsement of WFP will acknowledgement and or encoding to Google sheet of PMD-PPS Dimension to Measure: Quality & Timeliness
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Collection of Revenues	372.000 revenues collected and deposited to BTr with monthly report of collection every 5 th day of the following month 110.000 – Forest Revenue 52.000 – Foreshore Revenue 100.000 – Land related Revenue 10.000 – PAMO Ecotourism	282,434.70 revenues collected and deposited to BTr with monthly report of collection submitted on the following dates: July – August 2, 2023 August – August 31, 2023 September – October 3, 2023 October – October 31, 2023 November – November 30, 2023 December – December 29, 2023 54,563.00 – Forest Revenue 77,144.30 – Foreshore Revenue	4.029 4.071 5.000		5.000 5.000 5.000 5.000 5.000 5.000	4.515	Scope of Coverage: Land Foreshore, Patrimonial and Gov't properties. PA Issuance of Wildlife permits, income generated through visitor entrance. FMB forest revenue collected with official receipt covering all corporate tenure(IFMA, SIFMA, FLGMA, FLAG, FLAgT) MOVs: Monthly report of collection, deposit slip Dimension to Measure: Quality & Timeliness

		93,937.40 – Lands related Revenue	5.000				
		52,500.00 – Wildlife Permits Revenue	3.354				
		4,290.00 – PAMO Ecotourism	2.722				
Other Activities from WFP							
General Management and Supervision							
1. Personnel Management	80 Contract of Service prepared	63 Contract of Service prepared		5.000	3.000	4.000	
a. Preparation of contracts	-1 st Semester – January 2023 -2 nd Semester – July 2023	-2 nd Semester – July 2023					
c. Hiring of janitor	2 Janitors hired from January – December 2023 -1 st Semester – January – June 2023 -2 nd Semester – July – December 2023	2 Janitors hired from January to December 2023 -2 nd semester – July – December 2023		5.000	3.000	4.000	
d. Preparation and Processing of Emoluments and other payments due to personnel	40 Salary payrolls prepared and processed every 30 th day of the month	27 salary payrolls prepared and processed every 30 th day of the month		5.000	3.000	4.000	
f. Evaluation of Personnel Performance	122 IPCR with rating submitted to Personnel Section Admin. Division – RO with matrix of those who submitted and did not submit – March 31, 2023 – 2 nd Sem 2022(July- Dec) -August 30, 2023 – 1 st Sem 2023 (Jan-June)	62 IPCR with rating submitted to Personnel Section Admin. Division – RO with matrix submitted to RO on August 30, 2023		5.000	3.000	4.000	
2. General Services							
A. Property Plant and Equipment (PPE) Accountability Reports							
a.2 Preparation of Inventory Custodian Slip (ICS)	100% Procured Semi-Expandable Property, Inventory Custodian Slip(ICS) PREPARED (BELOW 50,000 but not less than Php 1,000.00) Target - 200	100% procured Semi-Expandable Property, Inventory Custodian Slip(ICS) PREPARED (BELOW 50,000 but not less than Php 1,000.00) with quarterly report submitted Accomplishment - 287		5.000	3.000	4.000	
D. Insurance of Property							
d.1 Insurance of Property (Building and its content) including other structures	13 Vehicles registered and insured by September 2023	10 Vehicles registered and 14 insured by November 7, 2023	3.051	4.000	2.536	3.196	Total insured : 14 Total registered: 10
	5 Building/Office/Other Structure and its content insured by September 2023	5 Building/Office/Other Structure and its content insured in August 2023		5.000	5.000	5.000	>Look Out Tower (March 2, 2023) >PENRO Building (June 16, 2023) >PAMO (August 2, 2023) >Eco Tourism (August 2, 2023)

[illegible]

4.a Submission of Disbursement Report	12 Disbursement Report prepared and submitted to the Accounting Section RADAI	6 Disbursement Report prepared and submitted to the Accounting Section/COA RADAI on the following dates: July – August 2, 2023 August – September 4, 2023 September – October 2, 2023 October – November 3, 2023 November – December 4, 2023 December – January 2, 2024		5.000	5.000	5.000	
	12 Disbursement Report prepared and submitted to the Accounting Section/COA RCI	6 Disbursement Report prepared and submitted to the Accounting Section/COA RCI July – August 2, 2023 August – September 4, 2023 September – October 2, 2023 October – November 3, 2023 November – December 4, 2023 December – January 2, 2024		5.000	5.000	5.000	
4.b Disbursement and Collections	60 LDDAP submitted/forwarded to the bank	53 LDDAP submitted/forwarded to the bank as need arises after singing		5.000	5.000	5.000	
	12 Monthly Report of Collections prepared and submitted to FD and COA	6 Monthly Report of Collections prepared and submitted to FD and COA July – August 2, 2023 August – September 4, 2023 September – October 2, 2023 October – November 3, 2023 November – December 4, 2023 December – January 2, 2024		5.000	5.000	5.000	
	108 Remittances check prepared/delivered to bank	54 Remittances check prepared/delivered to bank after 1 hour after singing		5.000	5.000	5.000	
	60 Advice of Checks issued and cancelled (ACIC) prepared and submitted to bank, BTr	70 Advice of Checks issued and cancelled (ACIC) prepared and submitted to bank, BTr as need arises after 1 hour after singing		5.000	5.000	5.000	
4.d Renewal of Special Disbursing Officers	8 Special Disbursing Officer (SDO) bonded/renewed by November 2023	4 Special Disbursing Officer (SDO) bonded/renewed by November 2023		5.000	3.000	4.000	Four(4) SDOs were already bonded in the first semester
C. Top Level Management and Supervision							
3. Conference, meeting and other related activities	12 Meetings/conferences conducted by December 2023	9 meetings/conferences conducted by from July to December 2023		5.000	3.000	4.000	

	1,500 Client Served with CSS Form encoded to Survey 123 by end of December 2023	1,664 Client Served with CSS Form encoded to Survey 123 on December 29, 2023		5.000	3.778	4.389	
II. Human Resource Development							
d. COVID 19 related supplies	Supplies procured and distributed to personnel/employees by April, 2023 150 Alcohol	Supplies procured and distributed to personnel/employees by November 24, 2023		5.000	1.000	3.000	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects							
b. Consolidation of Physical Accomplishment Report	12 Monthly accomplishment reports prepared and submitted to RO every 3 rd day of the ensuring month	6 Monthly accomplishment reports prepared and submitted to RO on the following dates: July – August 3, 2023 August – September 1, 2023 September – October 2, 2023 October – October 31, 2023 November – December 1, 2023 December – December 30, 2023		5.000 5.000 5.000 5.000 5.000 5.000	4.333 3.000 5.000 3.000 5.000 5.000	4.667 4.000 5.000 4.000 5.000 5.000	
d. Consolidation of Annual accomplishment report	1 Consolidated annual report prepared and submitted to PMD an prescribes period	1 Consolidated annual report prepared and submitted to RO on December 15, 2023		5.000	3.000	4.000	
Total Overall Rating			4.286	5.057	4.097	4.487	
Final Average Rating						4.487	
Adjectival Rating			VERY SATISFACTORY				
Discussed with	Date	Assessed by	Date	Final Rating by		Date	
 EDÉN P. PALACIOS	February 29, 2024	I certify that I discussed my assessment of the performance with the employee  GEMMA P. DELOS REYES		 IMELDA M. DIAZ		February 29, 2024	
Administrative Officer IV		In-Charge Management Services Division		OIC – PENRO Officer			

Legend: 1 – Quality 2 – Efficiency 3 – Timeless 4 – Average

DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I EDEN P. PALACIOS, Filipino of legal age, with permanent address at 109 Burgos St., Barangay Bagong Silang Santa Cruz, Marinduque, and holder of the position Administrative Officer IV (HRMO II) 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.


EDEN P. PALACIOS

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, PENRO

(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.

DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I EDEN P. PALACIOS, Filipino of legal age, with permanent address at 109 Burgos St., Barangay Bagong Silang Santa Cruz, Marinduque, and holder of the position Administrative Officer IV (HRMO II) 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.


EDEN P. PALACIOS

Signature over printed name

SUBSCRIBED AND SWORN to before me this _____ day of _____, 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.



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



July 24, 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.

EDEN P. PALACIOS
Administrative Officer IV (HRMO II)
DENR-PENRO, Boac, Marinduque



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



July 24, 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.

EP

EDEN P. PALACIOS
Administrative Officer IV (HRMO II)
DENR-PENRO, Boac, Marinduque