



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



July 24, 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  
SUPERVISING ECOSYSTEMS MANAGEMENT  
SPECIALIST/PROTECTED AREA SUPERINTENDENT  
EMETERIO M. RECTO EFFECTIVE JANUARY 1, 2025**

Submitted is the Memorandum dated July 1, 2024 of Supervising Ecosystems Management Specialist/Protected Area Superintendent Emeterio M. Recto regarding his optional retirement effective January 1, 2025.

Mr. Recto has served this Office for forty two (42) years including casual services 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 SVEMS/PASu 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 1<sup>st</sup> 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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BAGONG PILIPINAS

### PENRO DOCUMENT ACTION AND TRACKING SLIP

#### DOCUMENT INFORMATION

Document Category: **Incoming**Document No.: **2024-IN-005083**

Sender/s:

- **Emeterio M. Recto**

Originating Office: **DENR-PENRO Marinduque**Classification: **Simple**Subject: **Application for Optional Retirement by SVEMS/PASu Emeterio M. Recto in DENR-PENRO Marinduque/E. Recto**Encoded By: **Jocelyn Pastoral**Document Type: **Memorandum**

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Date & Time Received: **07/05/2024 04:59 PM**

Address:

Is This Urgent?: **Yes**

#### HISTORY LOGS

DOC. FROM	DOC. TO	RECEIVED	RELEASED	RUNTIME	ACTION TO BE TAKEN	REMARKS	ATTACHMENTS
• Emeterio M. Recto	• Imelda Diaz	07/05/2024 04:59 PM	07/05/2024 05:01 PM	1 min.	For information.		
• Imelda Diaz		07/05/2024 05:01 PM Viewed on:					
In-Charge PENRO	In-Charge OASD/ Planning, Chief	7/10	7/10		For your ATN, please ty p		
In-charge, OASD	Chief, ATN  Personnel Unit	7/10/2024 10:16 am	7/10/2024 10:24 am		Dorian Long, Kindly prepare endorsement to RD of the application of PASu. Thank you.  For appropriate action and preparation of endorsement to the Regional Office. Thanks		



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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PENRO MARINDUQUE



July 01, 2024

**MEMORANDUM**

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

**THRU :** The OIC, PENR Officer  
DENR-PENRO Marinduque

**FROM :** The SVEMS/PASu  
Marinduque Wildlife Sanctuary

**SUBJECT :** APPLICATION FOR OPTIONAL RETIREMENT BY  
SVEMS/PASu EMETERIO M. RECTO IN DENR-  
PENRO MARINDUQUE



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

Be informed further that I would like to extend my gratitude and thanks to the management of the Department of Environment and Natural Resources, MIMAROPA Region that had given me the opportunity for my personal development and career advancement since I was in this agency for almost forty two (42) years including casual services.

For information, record and favorable action.

  
**EMETERIO M. RECTO**



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

For information, record and favorable action.

  
EMETERIO M. RECTO

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, EMETERIO M. RECTO, Supervising EMS of the CIENR- PENRO 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 of July to December, 2023.




*[Signature]*  
**EMETERIO M. RECTO**  
 Supervising EMS  
 Date: April 25, 2023

Reviewed by:  <b>IMELDA M. DIAZ</b> OIC, PENRO	Date:  April 25, 2023	Approved by:  <b>IMELDA M. DIAZ</b> OIC, PENRO	Date:  April 25, 2023				
<div><div></div><div>5.0 - Outstanding 4.0 - 4.99 - Very Satisfactory 3.0 - 3.99 - Satisfactory 2.0 - 2.99 - Unsatisfactory 1.0 - 1.99 - Poor</div></div>							
PIA/PS	Performance Indicator (Target + Measures)	Actual Accomplishment	RATING				Remarks
			Q1	E2	T3	A4	
<b>GENERAL ADMINISTRATION AND SUPPORT</b>							
Budget Utilization Rate (BUR)	100% budget utilization rate submitted to RO on or before the 10th day following the end of the year (10 January, 2024)	98% budget utilization rate submitted to RO on January 8, 2024		5.000	3.354	4.177	<b>Scope of Coverage:</b> Covering all funds from January to December 2023 <b>MOV's:</b> PEARO- transmittal (through email) to RO-FD <b>Dimensions to Measure:</b> Quality & Timeliness
Sustained compliance with COA Audit Findings	50% of Prior Year's audit recommendations (prior and current) fully implemented as shown in COA CAAR Status of Implementation of Prior Years' recommendations (Part III) on December 1, 2023 with report submitted to RO	56% of Prior Year's audit recommendations (prior and current) fully implemented as shown in COA CAAR Status of Implementation of Prior Years' recommendations (Part III) on December 1, 2023 with report submitted to RO.		3.849	3.000	3.426	<b>Scope of Coverage:</b> 2022 CAAR Part I and Part II <b>MOV's:</b> Agency Action Plan Status of Implementation (AAPS) submitted to RO-FD <b>Dimensions to Measure:</b> Quality & Timeliness <b>Remarks:</b> Deadline of submission is: subject to change based on the instruction of top management.
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 indicative APP with certification submitted to GPPB-TSO on January 10, 2024	4.354	5.000	5.000	4.785	<b>Scope of Coverage:</b> 2024 Procurement Projects <b>Status of notices:</b> in the PhilGEPS System for Early Procurement, is updated on or before January 31, 2024. <b>MOV's:</b> Submitted Certificate to GPBB. Deadline should be reflected letter advisory issued by GPPB <b>Dimensions to Measure:</b> Quantity, Quality & Timeliness <b>Remarks:</b> Copy furnished DENR Central Office (PSMD-P/MS) Early Procurement Activities should be conducted in FY 2023. 50% of the total value of eligible projects based on the Guidelines on the Implementation of Early Procurement Activities issued by GPPB through resolution no. 14-2019
Posting of FY 2024 APP-Non CSE in the Agency Transparency Page	100% of Indicative FY 2024 APP-NonCSE in the Agency's Transparency Seal webpage posted on 30 September 2023	100% of Indicative FY 2024 APP-NonCSE in the Agency's Transparency Seal webpage posted on 21 September 2023		5.000	5.000	5.000	<b>Scope of Coverage:</b> 2024 <b>MOV's:</b> Printed copy/screenshot of proof of posting of Indicative FY 2024 in the Transparency Seal <b>Dimensions to Measure:</b> Quality and Timeliness <b>Remarks:</b> Copy furnish DENR Central Office (PSMD-P/MS)
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 dated November 29, 2013 on the prescribed period set by DBM-PS (September 30, 2023)	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 dated November 29, 2013 on the September 21, 2023		5.000	5.000	5.000	<b>Scope of Coverage:</b> CY 2024 <b>MOV's:</b> <a href="http://ps-phileps.gov.ph/home/index.php/agency-relationships/app-cse-2022">http://ps-phileps.gov.ph/home/index.php/agency-relationships/app-cse-2022</a> submission list of agencies with successful 2022 APP-CSE submission on the Virtual Store <b>Dimensions to Measure:</b> Quality & Timeliness <b>Copy furnished:</b> DENR Central Office (PSMD-P/MS)

PIAPs	Performance Indicator (Target + Measures)	Actual Accomplishment	RATING				Remarks
			Q1	Q2	Q3	Q4	
Actions on Documents/Requests	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 3 working days for simple documents and within 7 working days for complex documents with complete MOVs		5.000	5.000	5.000	For services enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed <b>Scope of Coverage:</b> 100% of the received documents <b>MOVs:</b> Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents <b>Dimensions to Measure:</b> Quality & Timeliness
<b>SUPPORT TO OPERATIONS</b>							
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	2 Quarterly Accomplishment Reports based on the prescribed format submitted to RO 5 days after the ensuing 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 05, 2024		5.000	3.000	4.000	<b>Scope of Coverage:</b> Quarterly Report <b>MOVs:</b> Accomplishment report submitted to RO <b>Dimensions to Measure:</b> 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 16, 2023		5.000	3.000	4.000	
				5.000	2.866	3.933	<b>Scope of Coverage:</b> FY 2024 <b>MOVs:</b> Endorsement of WFP with acknowledgement and/or encoding to google sheet of PMD-PPS <b>Dimensions to Measure:</b> Quality & Timeliness <b>Remarks:</b> The submission of the WFP is based on NEP
<b>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</b>							
Issuance of Wildlife Permits/ Clearances and Certifications	120 km of patrol conducted within conservation area uploaded to the Lawin Server every 5th of the ensuing month	125.93 km of patrol conducted within conservation area uploaded to the LAWIN Server every 5th of the ensuing month	3.000	5.000	4.000	4.000	<b>Scope of Coverage:</b> Forest cover plus graduated NGP sites (2011-2020) which are outside forest cover <b>MOVs:</b> e-DATS and Memo endorsement <b>Dimensions to Measure:</b> Quantity, Quality & Timeliness
	75% percent of the observed threats that require post patrol response had action taken with reports submitted on 31 December 2023	No threats observed threats for the 2nd Semester that require post patrol response and forest is in good condition. Lawin Reports submitted on the following dates: July - August 8, 2023 August - September 04, 2023 September - September 28, 2023 October - October 31, 2023 November - November 30, 2023 December - December 16, 2023	5.000		3.674	4.437	<b>Scope of Coverage:</b> Lands-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 tenures (IFMA, SIFMA, FLGMA, FLAG, FLAgT) <b>MOVs:</b> Monthly report of collection, deposit slip <b>Dimensions to Measure:</b> Quantity & Timeliness
Collection of Revenues	Php 5,000.00 revenues collected and deposited to BTr with monthly report of collection every 5th day of the	Php 4,290.00 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month: July - August 2, 2023 August - August 31, 2023 September - October 3, 2023 October - October 31, 2023 November - November 30, 2023 December - December 29, 2023	4.000		4.283	4.142	<b>Scope of Coverage:</b> PAMO Ecotourism activities <b>MOVs:</b> Monthly report of collection, deposit slip <b>Dimensions to Measure:</b> Quantity & Timeliness
Protected Areas Development and Management	4 PAMB Resolutions approved by RED with minutes of meeting submitted RO within 15 days after the conduct of PAMB Meeting	5 PAMB Resolutions approved by RED with minutes of meeting submitted RO within 15 days after the conduct of PAMB Meeting → Special PAMB Meeting (May 23, 2023) with 1 PAMB Resolution submitted on July 18, 2023 → 3rd PAMB (August 24, 2023) with 1 PAMB Resolution submitted on September 26, 2023 → 4th PAMB (October 3, 2023) with 2 PAMB Resolutions submitted on October 18, 2023	4.707		1.667	3.187	<b>Scope of Coverage:</b> All Protected Areas <b>MOVs:</b> PAMB Resolutions with approved minutes <b>Dimensions to Measure:</b> Quantity & Timeliness
	1 PA-MWS with BMS conducted semi-annually with reports submitted to RO 15 days after the conduct of the activity	1 PA-MWS with BMS conducted on August 10-11, 2023 with reports submitted to RO on September 1, 2023		5.000	5.000	5.000	<b>Scope of Coverage:</b> Protected Areas <b>MOVs:</b> BMS Report (Semi-Annual) <b>Dimensions to Measure:</b> Quality & Timeliness <b>Remarks:</b> Presented during the 1st PAMB Meeting



PIA/Ps	Performance Indicator (Target + Measures)	Actual Accomplishment	RATING				Remarks
			Q1	E2	T3	A4	
Other Activities from WFP							
General Management and Supervision							
1. Personnel Management	IPCR with rating submitted to Personnel Unit by August 30, 2023	IPCR with rating submitted to PENRO Personnel Unit on August 17, 2023.		5.000	5.000	5.000	Scope of Coverage: 2nd Semester CY 2023
a. Evaluation of Personnel Performance	2023 -1st Semester 2023 (January -June)						MOV: IPCR with rating Dimensions to Measure: Quality & Timeliness
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects							
b. Consolidation of Physical Accomplishment Report	6 monthly accomplishment reports prepared and submitted to RO every 3rd day of the ensuing month	6 monthly accomplishment reports prepared and submitted to RO on the following dates: July - August 3, 2023 August - September 1, 2023 September - October 3, 2023 October - October 31, 2023 November - December 1, 2023 December - December 30, 2023	5.000	3.353	4.177		Scope of Coverage: CY 2023 / PAMO MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
			5.000	3.000	4.000		
			5.000	3.424	4.212		
			5.000	3.000	4.000		
			5.000	3.636	4.318		
			5.000	3.424	4.212		
			5.000	3.636	4.318		
Protected Areas, Caves & Wetlands Development and Management Sub-Program Management Planning							
A. Biodiversity Assessment and Monitoring (BAMS) - Terrestrial PAs	3 Flora and fauna monitoring implemented with report submitted to RO by September 30, 2023	3 Flora and fauna monitoring implemented with report submitted to RO on the following dates: - September 01, 2023 - September 29, 2023 - October 27, 2023	5.000	3.131	4.066		Scope of Coverage: CY 2023 / PAMO MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
				5.000	3.212		
					1.182		
4. PA Habitat Protection							
B. Communication, Education and Public Awareness (CEPA)	1 Communication Plan (10-Year) prepared and submitted to RO on September 30, 2023	1 Communication Plan (10-Year) prepared and submitted to RO on September 30, 2023	5.000	3.000	4.000		Scope of Coverage: CY 2023 / PAMO MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
	600 CEPA Materials developed/produced and distributed/disseminated (print, video, etc) by October 2023	600 CEPA Materials developed/produced & distributed/disseminated (print, video, etc) on the ff. dates below: 100 Tote Bag & 200 Foldable Fan - October 27, 2023 100 Species Booklet & 200 Pamphlet -October 3, 2023  Distributed on the Following Dates: November 10, 2023 November 13, 2023 November 14, 2023	5.000	3.764	4.352		MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
			5.000	3.919			
			5.000	5.000			
				2.193			
				2.351			
				2.144			
				2.083			
	1 CEPA report prepared and submitted to RO by November 2023	1 CEPA report prepared and submitted to RO by November 21, 2023	5.000	5.000	5.000		MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
5. PAMB Operationalization							
A. Capacity Building	1 Capacity Building conducted/participated by the members of the PAMB and PAMO Staff by September 2023	1 Capacity Building conducted/participated by the members of the PAMB & PA Staff on September 29-30, 2023 with report submitted on October 20, 2023	5.000	3.000	4.000		Scope of Coverage: CY 2023 / PAMO MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
						10	
B. PAMB Meetings	2 signed Minutes of the Meetings submitted to RO before the end of every quarter	2 signed Minutes of the Meetings submitted to RO on the following dates: 3rd quarter - September 26, 2023 4th quarter - October 18, 2023	5.000	4.460	4.730		Scope of Coverage: CY 2023 / PAMO MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
			5.000	3.919	4.460		
			5.000	5.000	5.000		
6. Protected Area Management Office (PAMO) Operationalization							
a. Hiring of PAMO Staff	4 PAMO Staff hired with quarterly patrol/monitoring report submitted every 5th of the ensuing quarter	4 PAMO Staff hired with quarterly patrol/monitoring report submitted on the ff. dates: 3rd quarter - October 2, 2023 4th quarter - December 27, 2023	5.000	4.172	4.586		Scope of Coverage: CY 2023 / PAMO MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
			5.000	3.636	4.318		
			5.000	4.707	4.854		
7. Ecotourism Development Program							
a. Rehabilitation/Maintenance of PA Management Office and other ecotourism facilities within the PA	5 ecotourism facilities maintained with report submitted every 5th day of the ensuing quarter	5 ecotourism facilities maintained w/ report submitted on the following dates: 3rd quarter - September 22, 2023 4th quarter - December 12, 2023	5.000	5.000	5.000		Scope of Coverage: CY 2023 / PAMO MOV: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
			5.000	5.000	5.000		

PIA/PS	Performance Indicator (Target + Measures)	Actual Accomplishment	RATING				Remarks
			Q1	E2	T3	A4	
b. Biodiversity Assessment and Monitoring (BAMS) Terrestrial PAs	Flora and Fauna (wet & dry seasons) monitoring implemented with report submitted to RO by September 30, 2023	Flora and Fauna (wet season) monitoring implemented with report submitted to RO by October 27, 2023.		5.000	4.000	4.500	Scope of Coverage: CY 2023 / PAMO MOVs: Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
d. Annual accomplishment report	1 Annual Report prepared and submitted to PMS by December 15, 2023.	1 Annual Report prepared & submitted to PMS by December 15, 2023.	-	5.000	4.000	4.500	Scope of Coverage: CY 2023 / PAMO MOVs: Semi Annual Accomplishment Report submitted and received by PENRO Planning Section Dimensions to Measure: Quality & Timeliness
<b>Natural Resources Enforcement and Regulatory Program</b>							
<b>8. Forest Protection Program</b>							
<b>MENU OF ACTIVITIES AND STRATEGIES</b>							
<i>Menu 10: Sustainable implementation of the Lowland Forest and Biodiversity Protection System</i> 10.1 Support to Full Operationalization of LAWIN System							
Hiring of FPOs	4 Forest Protection Officers hired 2nd Semester : July-December, 2023	4 Forest Protection Officers hired	-	5.000	5.000	5.000	Scope of Coverage: CY 2023 / PAMO MOVs: Notarized Contract of Service Dimensions to Measure: Quality & Timeliness
	2 Quarterly Patrol Plan submitted to RO before the end of the quarter	2 Patrol Plan endorsed to RO before the end of the quarter	-	5.000	4.259	4.630	Scope of Coverage: CY 2023 / PAMO MOVs: Quarterly Accomplishment Reports Dimensions to Measure: Quality & Timeliness
<b>9. Ecotourism Development Program</b> a. Rehabilitation/Maintenance of PA Management Office and other ecotourism facilities within the PA including signages	6 ecotourism facilities maintained with report submitted every 5th day of the ensuing quarter	6 ecotourism facilities maintained w/ report submitted every 5th day of the ensuing qtr.  3rd Quarter - September 15, 2023 4th Quarter - December 7, 2023	-	5.000	3.593	4.297	Scope of Coverage: CY 2023 / PAMO MOVs: Quarterly Accomplishment Reports Dimensions to Measure: Quality & Timeliness
Average Rating			4.212	4.954	3.831	4.426	
CATEGORY			Rating				
Total Overall Rating							
Final Average Rating			4.426				
Adjectival Rating			Very Satisfactory				
Discussed with:	Date:	Assessed by:	Date		Final Rating		Date
 EUSEBIO M. RECTO SVEMS	February 27, 2024	I certify that I discussed my assessment of the performance with the employee  IMELDA M. DIAZ OIC, PENR Officer	February 27, 2024		 IMELDA M. DIAZ OIC, PENR Officer		February 27, 2024

## DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I EMETERIO M. RECTO, Filipino of legal age, with permanent address at No. 330 Tavera St., Barangay Banahaw Santa Cruz, Marinduque, and holder of the position SVEMS/PASu 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 case<sup>1</sup> ☒
  - 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.

  
**EMETERIO M. RECTO**

Signature over printed name

SUBSCRIBED AND SWORN to before me this 30<sup>th</sup> day of July 2024,  
affiant exhibiting to me his / her \_\_\_\_\_.

  
**IMELDA M. DIAZ**  
OIC, PENR Officer

(Person Administering Oath)

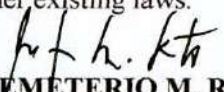
<sup>1</sup> A pending case shall refer to both criminal and administrative disciplinary case. An administrative disciplinary case is considered when the disciplining authority has issued a formal charge or a notice of charge to the respondent, while a criminal case shall be considered pending from the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



## DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I EMETERIO M. RECTO, Filipino of legal age, with permanent address at No. 330 Tavera St., Barangay Banahaw Santa Cruz, Marinduque, and holder of the position SVEMS/PASu 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 case<sup>1</sup> ☒
  - 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.

  
**EMETERIO M. RECTO**

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)

<sup>1</sup> 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.

  
**EMETERIO M. RECTO**  
SVEMS/PASu  
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  
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**EMETERIO M. RECTO**  
SVEMS/PASu  
DENR-PENRO, Boac, Marinduque