



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  
ADMINISTRATIVE ASSISTANT I (COMPUTER  
OPERATOR) JOCELYN P. PASTORAL EFFECTIVE  
JANUARY 1, 2025**

Submitted is the Memorandum dated June 27, 2024 of Administrative Assistant I (Computer Operator) Jocelyn P. Pastoral regarding her optional retirement effective January 1, 2025.

Ms. Pastoral has served this Office for thirty five (35) years, eleven (11) months and six (6) 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 Assistant I 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;
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 24, 2024

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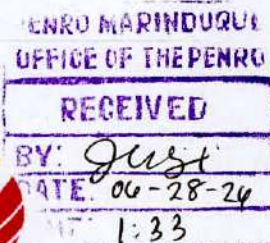
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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN  
PENRO MARINDUQUE



## PENRO DOCUMENT ACTION AND TRACKING SLIP

### DOCUMENT INFORMATION

Document Category: **Incoming**

Document No.: **2024-IN-004967**

Sender/s:

- Jocelyn P. Pastoral

Originating Office: **DENR-PENRO Marinduque**

Classification: **Simple**

Subject: **Application for Optional Retirement of Adm. Assistant I Jocelyn P. Pastoral in PENRO Marinduque/Jocelyn P. Pastoral**

Encoded By: **Jocelyn Pastoral**

Document Type: **Memorandum**

Control Code:

Date & Time Received: **06/28/2024 01:19 PM**

Address:

Is This Urgent?: **Yes**

### HISTORY LOGS

DOC. FROM	DOC. TO	RECEIVED	RELEASED	RUNTIME	ACTION TO BE TAKEN	REMARKS	ATTACHMENTS
Jocelyn P. Pastoral	Imelda Diaz	06/28/2024 01:19 PM	06/28/2024 01:21 PM	1 min.	For information.		
Imelda Diaz		06/28/2024 01:21 PM					

msd

Ph. endorse it to R.O.  
Lj.

In-charge, ONPD  
chief, AES  
7/05/24 9:18am  
7/05/24 9:45am

KOM Eden Palacios  
Personnel Unit

Asst chief, main Long.  
Kindly prepare endorsement to R.O.  
Thank you.

Please prepare endorsement to the Regional Office as instructed by In-Charge, Office of ASD and the OIC, PENRO office.  
Thanks



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



June 27, 2024

**MEMORANDUM**

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

**THRU** : The OIC, PENR Officer

**FROM** : The Administrative Assistant I

**SUBJECT** : **APPLICATION FOR OPTIONAL RETIREMENT OF  
ADMINISTRATIVE ASSISTANT I (COMPUTER  
OPERATOR) JOCELYN P. PASTORAL IN PENRO  
MARINDUQUE**



Please be informed that the undersigned will be retiring from the government service effective January 01, 2025 due to health problem.

I would like to extend my gratitude to the Department of Environment and Natural Resources (DENR), MIMAROPA Region that had given the opportunity for my personal/personality development and career advancement while in service for Thirty Five (35) years, Eleven (11) months & Six (6) days (Casual and permanent).

For information and record.

  
**JOCELYN P. PASTORAL**





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



June 27, 2024

**MEMORANDUM**

**FOR** : The OIC, Regional Executive Director  
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**FROM** : The Administrative Assistant I

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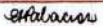

  
**JOCELYN P. PASTORAL**

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

07100

I, Jocelyn P. Pastoral, of the Management Services Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

*Jocelyn P. Pastoral*  
**JOCELYN P. PASTORAL**  
 Adm. Assistant I  
 Ratee  
 Date: April 12, 2024

Reviewed by	Date	Approved by	Date				
 EDEN P. PALACIOS Administrative Officer IV	April 12, 2024	 GENMA P. DELA REYES In-Charge, Management Services Division	April 12, 2024				
			5.0 Outstanding 4.0 - 4.99 Very Satisfactory 3.0 - 2.99 Satisfactory 2.0 - 1.99 Unsatisfactory 1.0 - 0.99 Poor				
P/A/Ps	Performance Indicator (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
<b>GENERAL ADMINISTRATION AND SUPPORT</b>							
Records Management and Documentation	Incoming Documents received, recorded and released within 10 minutes per documents upon receipt in properly labeled and organized logbook with 100% accuracy.	2816 Incoming documents received, recorded and released within 5 minutes per documents upon receipt in properly labeled and organized logbook with 100% accuracy.	5,000	3,000	5,000	4.333	Scope of Coverage: CY 2024 received documents MOV: Based on Document Tracking System, Logbook, Based on WFP as sample or complete documents
Local Tracking of Documents per Request	2500 Documents encoded daily through PDATS within 5 minutes per document with 95% accuracy	2816 Documents encoded daily through PDATS within 4 minutes per document with 95% accuracy	3,919	3,919	5,000	4.279	Scope of Coverage: CY 2024 received documents MOV: PDATS Database Dimensions to Measure: Quantity, Quality &
	Distributed/received referrals to the concerned personnel within 10 minutes upon receipt with 95% accuracy.	Distributed/received referrals documents to the concerned personnel within 10 minutes with 100% accuracy.		5,000	3,000	4,000	Scope of Coverage: CY 2024 received documents MOV: Based on logbook and approved documents Dimensions to Measure: Quality & Timeliness
<b>Personnel Management</b>							
Improvement, verification and processing of communications, issuances and other documents of personnel	69 Daily Time Record checked and indexed every 5th day of the ensuing month with 95% accuracy	69 Daily Time Records (DTRs) of Regular/Permanent Employees checked and indexed upon receipt with 100% accuracy.		3,000	4,000	3,500	Scope of Coverage: CY 2024 MOV: Daily Time Record Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
	Received, computed, processed and indexed leave application within 20 minutes per application with 100% accuracy and certification of leave credits prepared within 7 working days after each Semester.	Received, computed, processed & indexed applications for leave within 10 minutes and Certification of Leave Credits prepared for signature of MSD within 2 days after the 2nd Semester issued on January 4, 2024.		5,000	5,000	5,000	Scope of Coverage: CY 2024 MOV: Application for Leave Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
Implementation of Good Governance Condition	100% Updated Statement of Assets & Liabilities and Net Worth (SALN) as of December 2023 submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on or before January 31, 2024	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on January 18, 2023 with 100% accuracy		5,000	5,000	5,000	Scope of Coverage: 2023 SALN MOV: CSC Memorandum 40-1995 Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
	100% Updated & duly accomplished Personal Data Sheet (PDS) as of December 31, 2023 submitted to PENRO Personnel Unit on or before January 19, 2024	100% Updated & duly accomplished Personal Data Sheet (PDS) as of December 31, 2023 submitted to PENRO Personnel Unit on or before January 12, 2024		5,000	5,000	5,000	Scope of Coverage: CY 2024 MOV: Personal Data Sheet (PDS) Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant

CERTIFIED PHOTOCOPY

*Eden P. Palacios*  
**EDEN P. PALACIOS**  
 ADMINISTRATIVE OFFICER IV

\*\*\* Qualifying documents  
\*\* Ranking indicators  
† Clear indicators (The Reviewer)

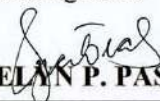
*Eden P. Palacio*  
EDEN P. PALACIO  
ADMINISTRATIVE OFFICER IN CHARGE



## DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I JOCELYN P. PASTORAL, Filipino of legal age, with permanent address at No. 28 Quezon St., Barangay Maharlika, Santa Cruz, Marinduque, and holder of the position Administrative Assistant II (Computer Operator) 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.

  
**JOCELYN P. PASTORAL**  
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)

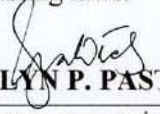
<sup>1</sup> A pending case shall refer to both criminal and administrative disciplinary case. An administrative disciplinary case is considered when the disciplining authority has issued a formal charge or a notice of charge to the respondent, while a criminal case shall be considered pending from the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



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Signature over printed name

SUBSCRIBED AND SWORN to before me this 30<sup>th</sup> day of July 2024,  
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**IMELDA M. DIAZ**  
OIC, PENR Officer

(Person Administering Oath)

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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.

  
**JOCELYN P. PASTORAL**

Administrative Assistant I (Computer Operator)  
DENR-PENRO, Boac, Marinduque





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