



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office

DENR MIMAROPA RECORDS SECTION	
<b>RECEIVED</b>	
15 AUG 2022	
<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY: _____	DATE NO. _____

August 11, 2022

**MEMORANDUM**

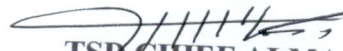
FOR : **The Regional Executive Director**  
DENR MIMAROPA Region

FROM : **In-Charge, PENRO Oriental Mindoro**  
Calapan City, Oriental Mindoro

SUBJECT : **REQUEST FOR OPTIONAL RETIREMENT OF DMO IV LEO G. CAPON, FORESTER II EVELYN C. MAMIGO, CREDIT OFFICER CECILIA S. ROJAS AND FOREST RANGER LEVELITA M. ERLANO**

Forwarded is the memorandum of CENR Officer Rodel M. Boyles together with the request for optional retirement of DMO IV Leo G. Capon, Forester II Evelyn C. Mamigo, Credit Officer Cecilia S. Rojas and Forest Ranger Levelita M. Erlano effective January 01, 2023.

For information and consideration.

  
TSD CHIEF ALMA E. GIBE  
9/17



DENRPENRO2208000023

Tracking No. 2208000179

FN:msd/ad/buena

Ilang-Ilang St. Suqui, Calapan City Oriental Mindoro  
DENR Contact Nos. (043)288-3017, Tel Fax. 288-3006



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office

August 11, 2022

**MEMORANDUM**

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

FROM : **In-Charge, PENRO Oriental Mindoro**  
Calapan City, Oriental Mindoro

SUBJECT : **REQUEST FOR OPTIONAL RETIREMENT OF DMO IV LEO G. CAPON, FORESTER II EVELYN C. MAMIGO, CREDIT OFFICER CECILIA S. ROJAS AND FOREST RANGER LEVELITA M. ERLANO**

Forwarded is the memorandum of CENR Officer Rodel M. Boyles together with the request for optional retirement of DMO IV Leo G. Capon, Forester II Evelyn C. Mamigo, Credit Officer Cecilia S. Rojas and Forest Ranger Levelita M. Erlano effective January 01, 2023.

For information and consideration.

  
TSD CHIEF ALMA E. GIBE

Tracking No. 2208000179

FN:msd/ad/buena



DOCUMENT TRACKING SLIP

DENR-Oriental Mindoro

2208000179

Description: SUBMISSION OF REQUEST FOR OPTIONAL RETIREMENT OF THE FOLLOWING  
CENRO SOCORRO PERSONNEL 1 CREDIT OFFICER I C.ROJAS 2 DMO IV L.CAPON 3 FR L.ERLANO  
4 FORESTER II E.MAMIGO

Date Created: 08-08-2022:10:05

Originating Office: CENRO-Socorro-Admin

Date Received:	Date Released:	Action Taken:
<div>NOEME P. ALCANCIA In-Charge, Records Unit AUG 08 2022 Office of the PENRO Date: 8-8-22 RD - 8/8/22 - PM 6:45 PM Admin 8-10-2022 2:52 pm</div>	<div>AUG 08 2022</div>	<div>Forwarded to Office of the PENRO  Forwarded to the Amnang, DENR  Chief MSD,  for record and info. Trans 8/10/22  forwarded to Admin Unit 08/11/2022</div>



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**Community Environment and Natural Resources Office**

August 05, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
**THRU** : The In-Charge, PENRO Oriental Mindoro  
**FROM** : The CENR Officer  
**SUBJECT** : **SUBMISSION OF REQUEST FOR OPTIONAL RETIREMENT  
OF FOREST RANGER LEVELITA M. ERLANO**

Respectfully forwarding the letter of intent of Forest Ranger Levelita M. Erlano of DENR-CENRO Socorro, Oriental Mindoro for her optional retirement effective January 01, 2023.

She rendered public service to the DENR for eighteen (18) years.

For information and consideration.

  
**RODEL M. BOYLES**





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Community Environment and Natural Resources Office**  
Pasi II, Socorro, Oriental Mindoro

July 11, 2022

The Regional Executive Director  
DENR MIMAROPA REGION  
1515 L & S Building, Roxas Boulevard,  
Ermita, Manila

Thru : The PENR Officer  
Calapan City, Or. Mindoro

The CENR Officer  
Socorro, Or. Mindoro

DENR - CENRO	
PASI, SOCORRO, ORIENTAL MINDORO	
DOC. #	
RECEIVED	RELEASED
BY:	BY:
DATE: JUL 11 2022	DATE:
TIME:	TIME:

Madam/sir:

I would like to inform you that I am filing my intent for an optional retirement effective January 01, 2023.

Before I leave, I would like to express my sincerest gratitude for giving me the opportunity to serve DENR as public servant. In my 18 yrs of service in the agency, I enjoyed working with my workmates and sincerely appreciate all the support provided to me by the organization. I will treasure all the experiences and learnings I gained from the agency.

Once again, I would like to thank DENR for the great experiences and opportunities given to me and I feel blessed that once, I became part of the DENR family.

Thank you and more power to the organization.

LEVELITA M. ERLANO  
Forest Ranger



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Community Environment and Natural Resources Office**  
Pasi II, Socorro, Oriental Mindoro

July 11, 2022

The Regional Executive Director  
DENR MIMAROPA REGION  
1515 L & S Building, Roxas Boulevard,  
Ermita, Manila

Thru : The PENR Officer  
Calapan City, Or. Mindoro

The CENR Officer  
Socorro, Or. Mindoro

DENR - CENRO	
PASI, SOCORRO, ORIENTAL MINDORO	
DOC. #:	
RECEIVED	RELEASED
BY:	BY:
DATE: JUL 11 2022	DATE:
TIME:	TIME:

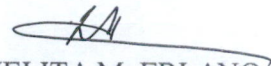
Madam/sir:

I would like to inform you that I am filing my intent for an optional retirement effective January 01, 2023.

Before I leave, I would like to express my sincerest gratitude for giving me the opportunity to serve DENR as public servant. In my 18 yrs of service in the agency, I enjoyed working with my workmates and sincerely appreciate all the support provided to me by the organization. I will treasure all the experiences and learnings I gained from the agency.

Once again, I would like to thank DENR for the great experiences and opportunities given to me and I feel blessed that once, I became part of the DENR family.

Thank you and more power to the organization.

  
LEVELITA M. ERLANO  
Forest Ranger





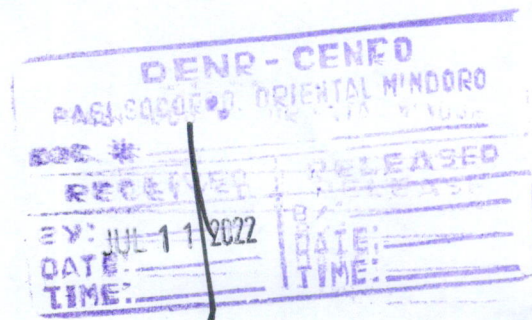
Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Community Environment and Natural Resources Office**  
Pasi II, Socorro, Oriental Mindoro

July 11, 2022

The Regional Executive Director  
DENR MIMAROPA REGION  
1515 L & S Building, Roxas Boulevard,  
Ermita, Manila

Thru : The PENR Officer  
Calapan City, Or. Mindoro

The CENR Officer  
Socorro, Or. Mindoro



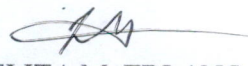
Madam/sir:

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Once again, I would like to thank DENR for the great experiences and opportunities given to me and I feel blessed that once, I became part of the DENR family.

Thank you and more power to the organization.

  
LEVELITA M. ERLANO  
Forest Ranger



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office

August 05, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
**THRU** : The In-Charge, PENRO Oriental Mindoro  
**FROM** : The CENR Officer  
**SUBJECT** : **SUBMISSION OF REQUEST FOR OPTIONAL RETIREMENT OF DMO IV LEO G. CAPON**

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENRO TRACKING NO.	
RECEIVED BY:	<i>[Signature]</i>
DATE:	AUG 08 2022
TIME:	

Respectfully forwarding the letter of intent of Development Management Officer IV Leo G. Capon of DENR-CENRO Socorro, Oriental Mindoro for his optional retirement effective January 01, 2023.

He rendered public service to the DENR for thirty three (33) years.

For information and consideration.

*[Signature]*  
**RODEL M. BOYLES**





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Community Environment and Natural Resources Office**  
Pasi II, Socorro, Oriental Mindoro

June 6, 2022

**The Regional Executive Director**  
DENR MIMAROPA REGION  
1515 L & S Building, Roxas Boulevard,  
Ermita, Manila

ATT'N. : **The PENR Officer**  
Calapan City, Or. Mindoro

**The CENR Officer**  
Socorro, Or. Mindoro

<b>DENR - CENRO</b>	
PASI, SOCORRO, ORIENTAL MINDORO	
DOC. # _____	
RECEIVED	RELEASED
BY: _____	BY: _____
DATE: JUN 06 2022	DATE: _____
TIME: _____	TIME: _____

Sir:

This is to inform you that I am filing my intent to retire from the Department of Environment and Natural Resources effective January 01, 2023 after thirty three (33) years in the government service.

I enjoyed working and appreciate the support provided to me during my stay in this government agency wherein a lot brings me all the lessons and learnings I acquired as public servant of DENR family.

Once again, I would like to signify my heartfelt and sincere gratitude to the DENR giving the chances, opportunities and great moments.

Thank you and more power.

  
LEO G. CAPON



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Community Environment and Natural Resources Office**  
Pasi II, Socorro, Oriental Mindoro

June 6, 2022

**The Regional Executive Director**  
DENR MIMAROPA REGION  
1515 L & S Building, Roxas Boulevard,  
Ermita, Manila

ATT'N. : **The PENR Officer**  
Calapan City, Or. Mindoro

**The CENR Officer**  
Socorro, Or. Mindoro

<b>DENR - CENRO</b>	
PASI, SOCORRO, ORIENTAL MINDORO	
DOC. #	
RECEIVED	RELEASED
BY: JUN 06 2022	BY:
DATE:	DATE:
TIME:	TIME:

Sir:

This is to inform you that I am filing my intent to retire from the Department of Environment and Natural Resources effective January 01, 2023 after thirty three (33) years in the government service.

I enjoyed working and appreciate the support provided to me during my stay in this government agency wherein a lot brings me all the lessons and learnings I acquired as public servant of DENR family.

Once again, I would like to signify my heartfelt and sincere gratitude to the DENR giving the chances, opportunities and great moments.

Thank you and more power.

  
LEO G. CAPON





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**Community Environment and Natural Resources Office**  
Pasi II, Socorro, Oriental Mindoro


## CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that according to the records of this Office, **Forest Ranger Levelita M. Erlano** has the following accumulated leave credits as of June 30, 2022:

VACATION .....	30.184 days
SICK .....	72.250 days
TOTAL .....	<b>102.434 days</b>

Issued this 1<sup>st</sup> day of July 2022 at CENRO-Socorro, Oriental Mindoro for whatever legal purpose(s) this may serve.

  
**RAYSON C. ALFANTE**  
ECOMS I/Chief, Admin., Planning &  
Mgt. Support Section



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office

August 05, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
**THRU** : The In-Charge, PENRO Oriental Mindoro  
**FROM** : The CENR Officer  
**SUBJECT** : **SUBMISSION OF REQUEST FOR OPTIONAL RETIREMENT  
OF CREDIT OFFICER I CECILIA S. ROJAS**

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENRO TRACKING NO.	
RECEIVED BY:	<i>[Signature]</i>
DATE:	AUG 08 2022
TIME:	

Respectfully forwarding the letter of intent of Credit Officer I Cecilia S. Rojas of DENR-CENRO Socorro, Oriental Mindoro for her optional retirement effective January 01, 2023.

She rendered public service to the DENR for thirty three (33) years.

For information and consideration.

*[Signature]*  
**RODEL M. BOYLES**





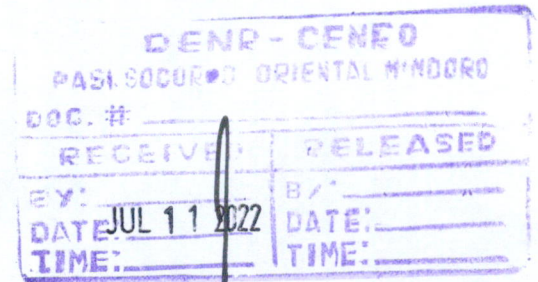
Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Community Environment and Natural Resources Office**  
Pasi II, Socorro, Oriental Mindoro

July 11, 2022

The Regional Executive Director  
DENR MIMAROPA REGION  
1515 L & S Building, Roxas Boulevard,  
Ermita, Manila

Thru : The PENR Officer  
Calapan City, Or. Mindoro

The CENR Officer  
Socorro, Or. Mindoro



Madam/sir:

This is to inform you that I am filing my intent for an optional retirement effective January 01, 2023.

In my 33 years of dedicated service as public servant to the DENR, I am very much thankful for being a part of the agency. I want to express my sincerest gratitude to all the support given to me and cherish all the memories and learnings being shared by you and my co-employees.

Thank you very much and God bless.

CECILIA S. ROJAS  
Credit Officer I



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Community Environment and Natural Resources Office**  
Pasi II, Socorro, Oriental Mindoro

July 11, 2022

The Regional Executive Director  
DENR MIMAROPA REGION  
1515 L & S Building, Roxas Boulevard,  
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<b>DENR - CENRO</b>	
PASI, SOCORRO, ORIENTAL MINDORO	
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Thank you very much and God bless.

CECILIA S. ROJAS  
Credit Officer I





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office

August 05, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
**THRU** : The In-Charge, PENRO Oriental Mindoro  
**FROM** : The CENR Officer  
**SUBJECT** : **SUBMISSION OF REQUEST FOR OPTIONAL RETIREMENT  
OF FORESTER II EVELYN C. MAMIGO**

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENRO TRACKING NO.	
RECEIVED BY:	<i>[Signature]</i>
DATE:	AUG 08 2022
TIME:	

Respectfully forwarding the letter of intent of Forester II Evelyn C. Mamigo of DENR-CENRO Socorro, Oriental Mindoro for her optional retirement effective January 01, 2023.

She rendered public service to the DENR for thirty nine (39) years.

For information and consideration.

*[Signature]*  
**RODEL M. BOYLES**



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office

June 6, 2022

**The Regional Executive Director**  
DENR MIMAROPA Region  
1515 L7S Building, Roxas Blvd.  
Ermita, Manila

**ATT'N. : The PENR Officer**  
Calapan City, Oriental Mindoro

**The CENR Officer**  
Socorro, Oriental Mindoro

<b>DENR - CENRO</b>	
PASIGSOCORRO, ORIENTAL MINDORO	
DOC. # _____	
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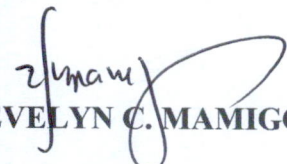
Sir,

This is to inform that I am filing my intent to retire from the Department of Environment and Natural Resources effective January 1, 2023.

I enjoyed working and appreciate the support provided to me during my stay in this government agency wherein a lot brings me all the lesson and learnings I acquired as public servant of DENR Family.

Once again, I would like to thank for the unwavering support they have extended me during my tenure and I will nurture and cherish my fruitful stay in this institution of all the great moments and chances given to me.

Thank you and more power.

  
**EVELYN C. MAMIGO**





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office

June 6, 2022

**The Regional Executive Director**  
DENR MIMAROPA Region  
1515 L7S Building, Roxas Blvd.  
Ermita, Manila

**ATT'N. : The PENR Officer**  
Calapan City, Oriental Mindoro

**The CENR Officer**  
Socorro, Oriental Mindoro

<b>DENR - CENRO</b>	
PASI, SOCORRO, ORIENTAL MINDORO	
DOC. #:	
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**EVELYN C. MAMIGO**



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
Community Environment and Natural Resources Office

June 6, 2022

**The Regional Executive Director**  
DENR MIMAROPA Region  
1515 L7S Building, Roxas Blvd.  
Ermita, Manila

**ATT'N. : The PENR Officer**  
Calapan City, Oriental Mindoro

**The CENR Officer**  
Socorro, Oriental Mindoro

<b>DENR - CENRO</b>	
PASIG, SOCORRO, ORIENTAL MINDORO	
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Thank you and more power.

  
**EVELYN C. MAMIGO**