



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
MIMAROPA Region

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

December 22, 2022

MEMORANDUM

FOR : **The Regional Executive Director**  
DENR MIMAROPA Region  
1515 L & S Bldg., Roxas Blvd.,  
Ermita, Manila

THRU : **The Assistant Regional Director**  
**for Management Services**

FROM : **The PENR Officer**

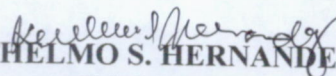
SUBJECT: **SUPPORT DOCUMENTS FOR TERMINAL LEAVE OF LAND  
MANAGEMENT INSPECTOR ROSEMARIE M. CASA AND  
ENGINEERING AIDE ARVIN O. CASA II DUE TO THEIR  
OPTIONAL RETIREMENT LAST DECEMBER 31, 2021**

Respectfully submitting are the documents needed to support the application for Terminal Leave of Land Management Inspector Rosemarie M. Casa and Engineering Aide Arvin O. Casa II due to their retirement last December 31, 2021 to wit:

3. Affidavit of No Pending Criminal Investigation/Prosecution
4. Sworn Statement of Assets, liabilities and Net Worth
3. Latest Appointment
4. Application for Terminal Leave
5. Notice of Salary Adjustment 2021
6. Latest Notice of Step Increment (Ms. R. Casa only)
7. Photo copy of UMID and Land Bank ATM Card

For your consideration and approval.

*"For and in the absence of the OIC, PENRO"*

  
**THELMO S. HERNANDEZ**  
Chief, MSD

Tabing-Dagat, Odiongan, Romblon 5505  
Tel. No. 567-2188  
Email: [penroromblon@denr.gov.ph](mailto:penroromblon@denr.gov.ph)