



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

MEMORANDUM

TO : **CESAR P. ODI**
THE OIC, PENR OFFICER
Odiongan, Romblon

FROM : **THE OIC, REGIONAL EXECUTIVE DIRECTOR**

SUBJECT : **INTENT TO RETIRE FROM THE GOVERNMENT SERVICE**
OF PARK MAINTENANCE FOREMAN MR. ROMEO S.
CONTAOI

DATE : **DEC 11 2023**

Please notify **Park Maintenance Foreman Mr. Romeo S. Contaoi** that his intent to retire from the government service **effective 31 December 2023 has been approved**, subject to the submission of and compliance with certain requirements.

In order to expedite the processing of **Retirement/Terminal Leave Benefits**, the following supporting documents must be submitted to the Regional Office:

1. Application form for Terminal Leave;
2. Regional Office Clearance;
3. Ombudsman Clearance;
4. GSIS Clearance;
5. Latest Notice of Salary Adjustment/Step Increment;
6. Updated Service Record;
7. PENRO/CENRO Office Clearances
8. Sworn Statement of Assets, Liabilities and Net Worth as of the last day of duty;
9. Photocopy of ATM card bearing the bank name, branch code, and member's name.
10. Certification of Accumulated Leave Credits issued by the PENRO HRMO;
11. Computerized Leave Card certified by the PENRO HRMO; and
12. Authority to deduct in affidavit form all financial obligations. (please see attached format)

For **MOWEL Fund claim**:

1. Application for Refund of Contribution;
2. Certificate of MOWEL fund contributions; and
3. Regional Office Clearance.

Please be guided that **we will not accept incomplete requirements** which will delay the processing of retirement/terminal benefits claim.

For appropriate action.

FELIX S. MIRASOL, JR., CESO IV

cc: **Romeo S. Contaoi**
Park Maintenance Foreman
PENRO Romblon





ACCEPTANCE OF OPTIONAL RETIREMENT

MR. ROMEO S. CONTAOI

Park Maintenance Foreman
PENRO Romblon

Dear Mr. Contaoi,

This is in connection with your memorandum dated 06 November 2023 signifying your intention to avail of on optional retirement as **PARK MAINTENANCE FOREMAN** under PENRO Romblon effective 31 December 2023. Please be informed that your request is hereby accepted and approved effective on the said date.

In this regard, please coordinate with the Chief, Management Services Division of PENRO Romblon for the needed documents in order to process your Clearances and Retirement Benefits.

We wish you good luck and good health while enjoying the fruits of your labor.

Very truly yours,


FELIX S. MIRASOL, JR., CESO IV
OIC, Regional Executive Director

cc: **Cesar P. Odi**
OIC, PENR Officer Romblon



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