



MEMORANDUM

TO : ERNESTO E. TAÑADA
THE OIC, PENR OFFICER
Mamburao, Occidental Mindoro

FROM : THE OIC, REGIONAL EXECUTIVE DIRECTOR

SUBJECT : INTENT TO RETIRE FROM THE GOVERNMENT SERVICE
OF UTILITY WORKER I MS. NORMA P. DEL ROSARIO

DATE : DEC 13 2023

Please notify **Utility Worker I Ms. Norma P. Del Rosario** that her intent to retire from the government service **effective 30 October 2024 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. Sworn Statement of Assets, Liabilities and Net Worth as of the last day of duty;
8. Photocopy of ATM card bearing the bank name, branch code, and member's name.
9. Certification of Accumulated Leave Credits issued by the PENRO HRMO;
10. Computerized Leave Card certified by the PENRO HRMO; and
11. 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: **Norma P. Del Rosario**
Utility Worker I
CENRO Sablayan, Occidental Mindoro

