

### Republic of the Philippines Department of Environment and Natural Resources JUN 1 4 2023 PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES **REGION IV - MIMAROPA** BY:

DENR MIMAROPA RECORDS SECTION RECERVED

INCOMING DOUTGOING DATS NO. TIME:

May 24, 2023

#### **MEMORANDUM**

**FOR** 

The Regional Executive Director

**DENR-MIMAROPA** Region

1515 DENR By the Bay Building, Roxas Blvd.,

Brgy 668, Ermita, Manila

**FROM** 

The OIC, PENR Officer

**SUBJECT** 

PERTINENT DOCUMENTS OF FORESTER I CONNIE A. PITO

Respectfully forwarded herewith are the pertinent documents of Forester I Connie A. Pito such as Service Record, Office Clearance and Certification of Leave Credits.

This is in connection to the Regional Special Order No. 221 re: Reassignment of Forester I Connie A. Pito from DENR PENRO Occidental Mindoro to DENR MIMAROPA Region dated April 18, 2023.

For information and record.



# Republic of the Philippines Department of Environment and Natural Resources PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES REGION IV – MIMAROPA

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For information and record.

ERNESTO E. TAÑADA

## Republic of the Philippines Department of Environment and Natural Resources OVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Mamburao, Occidental Mindoro

### **CERTIFICATION OF LEAVE CREDITS**

To Whom It May Concern:

	This is to certify that based on record of	this Office	,		F	ORE	STER	I
	CONNIE A. PITO	has	s the	followin	g acc	cumu	lated le	eave credits
as of_	April 30, 2023 computed	as follows	S:					
	Vacation Leave				4	1.58	5 days	
	Sick Leave	97.583 days						
	Total				13	9.16	8 days	
	Issued this Wednesday, May 24, 202	3 upon	the	request	of	the	above	personnel
for wha	atever legal purpose it may serve.							
Verifie	d by:							
	VON ERIKA S. CAUSAPIN							
	Administrative Officer IV /							
	Human Resources Management Officer II							
Note:	The herein issued balances are subject to further	reconciliatio	on.					
Acknow	wledged as checked and verified by:							
	CONNIE A. PITO							
	FORESTER I	_		Date	Ack	now	ledged	na di manana da mana

## Republic of the Philippines Department of Environment and Natural Resources ROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Mamburao, Occidental Mindoro

### **CERTIFICATION OF LEAVE CREDITS**

To Whom It May Concern:

	This is to certify that based on record of this	Office,	FORESTER I
	CONNIE A. PITO	has the foll	owing accumulated leave credits
as of_	April 30, 2023 computed as	follows:	
	Vacation Leave		41.585 days
	Sick Leave		97.583 days
	Total		<b>139.168</b> days
	Issued this Wednesday, May 24, 2023	upon the rec	quest of the above personnel
for wh	atever legal purpose it may serve.		
Verifie	ed by:		
	VON ERIKA S. CAUSAPIN		
	Administrative Officer IV /		
	Human Resources Management Officer II		
Note:	The herein issued balances are subject to further reco	onciliation.	
Ackno	wledged as checked and verified by:		
	CONNIE A. PITO		
	FORESTER I		Date Acknowledged



### Republic of the Philippines Department of Environment and Natural Resources

### PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Mamburao, Occidental Mindoro

E-mail: msd\_occmdo@yahoo.com / denroccmin04@yahoo.com

### **SERVICE RECORD**

NAME:	CONN	IE		AD	ONES	PITO	(If n	narried wom	nan also full m	naiden	
	(First Na	ame)	(Maiden Name)	(Mido	lle Name)	(Surnam	e) nan	ne)			
BIRTH:	JANUARY	3. 1993	BANENGBENG, SA	SARIAN RENGUET		(Date here	in should be	e checked	from birth o	r baptismal	
	(Date	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN	(Plac	THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED IN	10021		or other reliab			. Suprasilia	
			oyee named herein abov					ecords belo	ow each line	of which is	
supported b	y appointmei	nt and other pap	ers actually issued by this	Office and a	approved by the	autnorities conc	ernea.				
Inclusive Date RECORD OF APPOINTMENT			denni accidicire cumero posicionale de servicione	OFFICE			SEPARATION				
IIICIUSI	re Date		Position/Designat	tion		Entity or		L/V Abs.			
From	То	Pos	ition/Designation	Status	Salary Per Annum	Division	Branch	w/o Pay	Date	Cause	
01/01/2023	PRESENT		FORESTER I	PERM.	₱ 330,876.00	DENR	NATIONAL	NONE	N/A	N/A	
01/11/2022	12/31/2022	1	FORESTER I	PERM.	₱ 312,144.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2022	01/10/2022		FORESTER I	PERM.	₱ 308,676.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2021	12/31/2021		FORESTER I	PERM.	₱ 289,932.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2020	12/31/2020		FORESTER I	PERM.	₱ 271,200.00	DENR	NATIONAL	NONE	N/A	N/A	
01/11/2019	12/31/2019		FORESTER I	PERM.	₱ 252,456.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2019	01/10/2019		FORESTER I	PERM.	₱ 249,048.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2018	12/31/2018		FORESTER I	PERM.	₱ 242,148.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2017	12/31/2017		FORESTER I	PERM.	₱ 235,440.00	DENR	NATIONAL	NONE	N/A	N/A	
01/11/2016	12/31/2016		FORESTER I	PERM.	₱ 228,924.00	DENR	NATIONAL	NONE	N/A	N/A	
penroocc	identalmiı	ndoropenroc	occidentalmindorope	enrooccio	dentalmindor	openrooccio	dentalmino	loropenr	ooccidenta	almindoro	
Note: Thi	s is issued u	pon request of N	Лг./МP	PITO	for	whatever legal <sub> </sub>	purpose it ma	ay serve.			
		liance with Execurance System.	cutive Order No. 54 dated	d August 10	), 1954, and in	accordance with	h Circular No	o. 58, dated	l August 10,	1954 of the	
C				Certified	tified Correct:						
	Me	ny 24, 2023				,	VON ERIKA	CALIBAD	PIN		
-	IVIC	(Date)			***************************************	Administrative Officer IV (HRMO II)					



### Republic of the Philippines Department of Environment and Natural Resources

### PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Mamburao, Occidental Mindoro

E-mail: msd\_occmdo@yahoo.com / denroccmin04@yahoo.com

### **SERVICE RECORD**

NAME: CON			ADONES		PITO	,	(If married woman also full maiden				
	(First Na	ame) (Maiden Nan	ne) (Mide	dle N	lame)	(Surnam	e) nan	ne)			
BIRTH:	JANUARY	3, 1993 BANENG	BENG, SABLAN, BE	SABLAN, BENGUET		(Date here	in should be	e checked	from birth o	r baptismal	
	(Date		(Place)			•	or other reliab			•	
Thi	e ie to corti	y that the employee named he	arain ahaya aatually	rond	arad carviaa	e oe chown in	the convice i	ocorde bol	ow oach line	of which ic	
		nt and other papers actually issu						ecords ber	ow each line	or which is	
Inclusive Date			RECORD OF APPOINTMENT				OFFICE	SEPAR	RATION		
			n/Designation	1 5	Salary Per	Entity or	Branch	L/V Abs.	Date	Cause	
From	То	Position/Designatio	n Status		Annum	Division	Dianon	w/o Pay	Date	Cause	
01/01/2023	PRESENT	FORESTER I	PERM.	P	330,876.00	DENR	NATIONAL	NONE	N/A	N/A	
01/11/2022	12/31/2022	FORESTER I	PERM.	P	312,144.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2022	01/10/2022	FORESTER I	PERM.	₽	308,676.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2021	12/31/2021	FORESTER I	PERM.	P	289,932.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2020	12/31/2020	FORESTER I	PERM.	P	271,200.00	DENR	NATIONAL	NONE	N/A	N/A	
01/11/2019	12/31/2019	FORESTER I	PERM.	₽	252,456.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2019	01/10/2019	FORESTER I	PERM.	P	249,048.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2018	12/31/2018	FORESTER I	PERM.	P	242,148.00	DENR	NATIONAL	NONE	N/A	N/A	
01/01/2017	12/31/2017	FORESTER I	PERM.	P	235,440.00	DENR	NATIONAL	NONE	N/A	N/A	
01/11/2016	12/31/2016	FORESTER I	PERM.		228,924.00	DENR	NATIONAL	NONE	N/A	N/A	
penroocci	identalmiı	ndoropenrooccidentalmi	ndoropenroocci	den	talmindor	openrooccio	dentalmino	loropenr	ooccident	almindord	
Note:											
		PITO	PITO for v			whatever legal purpose it may serve.					
loo	and in some	liance with Executive Order No	EA dated Avenuet 1	0 10	OE4 and in a		h Circular Na	EQ detec	A August 10	1054 of the	
		liance with Executive Order No urance System.	o. 54 dated August 1	U, 13	954, and in a	accordance with	ii Ciiculai No	). 56, ualet	August 10,	1954 01 (116	
					Certified	Correct:					
	Ma	ny 24 2023					ION EDIVA	SCALIGAT	DIM		
AND AND DESCRIPTION	IVIC	y 24, 2023 (Date)				VON ERIKAS, CAUSAPIN Administrative Officer IV (HRMO II)					
								(	,		

## DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES Provincial Environment and Natural Resources Office Pag-asa, Payompon, Mamburao, Occidental Mindoro

### **CLEARANCE FORM**

I PURPOSE									
TO: DENR MIMAROPA REGION I hereby apply for clearance from money, p Purpose:   Transfer  Resigna									
Purpose: ☐ Transfer ☐ Resigna ☐ Retirement ☐ Leave	tion		Mode of Separation: e specify:						
Effectivity/Inclusive Period:									
Office of Assignment: DENR CENRO PENRO, OCC MINDORO									
Position/SG/Step: FORESTER I / SG-II / STEP 3 Name and Signature of Employee									
II CLEARANCE FROM WORK-RELATED ACCOUNT	TABILITIES	3							
We hereby certify that this applicant is cleared	of work-relat	ted accoun	tabilities from this Unit/Office/Dept						
ABE R. FRANCISCO Chief, Management Services Division  CELSO B. ALMAZAN In Charge, Technical Services Division									
III CLEARANCE FROM MONEY AND PROPERTY A	CCOUNTAI	BILITIES							
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature					
1. Administration Sector		Cleared							
a. General Services Section	<b>/</b>		LYZA ELLAINE A. BERNABE Admin. Officer I (Supply Officer I)	Adle					
b. Records Section	<b>/</b>		ANN CHERYL JANE H. VARGAS Admin. Officer I (Records Officer I)	Aight Varge					
c. Personnel Section	/		VON ERIKA S. CAUSAPIN Admin. Officer IV (HRMO II)	On lausy					
2. Library	I	1	I	$\bigcirc$					
Finance and Assets Management									
3. Finance and Assets Management			DONEDELLE O MEGINA	Acres 1					
a. Accounting Section	<b>/</b>		DONEBELLE S. MESINA Accountant III	Juleun					
	<b>/</b>		MARIA JESSICA P. DEL ROSARIO Admin. Officer I (Cashier I)	Mall osc					
b. CENRO Mamburao Multi-Purpose Cooperative  4. Professional and Institutional Development			CELSO B. ALMAZAN Chairman, CMMPC	177					
DENR Foreign and Local Scholarship									
IV CERTIFICATION OF NO PENDING ADMINISTRA	TIVE CASE:								
a. Legal Division									
with pending administrative case with ongoing investigation (no formal charge yet)									
V CERTIFICATION									
ERNESTO E. TAÑADA									
	PEN	R Officer	DA .	*					