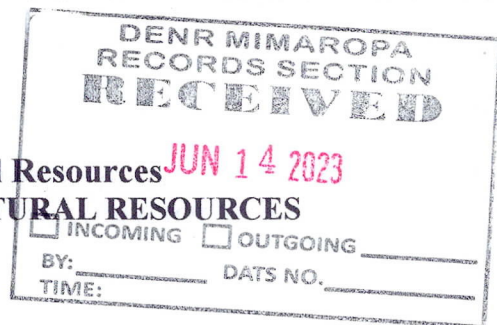




Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES
REGION IV – MIMAROPA



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.


ERNESTO E. TAÑADA



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

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ERNESTO E. TAÑADA



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL 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 following accumulated leave credits
as of **April 30, 2023** computed as follows:

Vacation Leave	41.585 days
Sick Leave	97.583 days
Total	139.168 days

Issued this **Wednesday, May 24, 2023** upon the request of the above personnel
for whatever legal purpose it may serve.

Verified by:


VON ERIKA S. CAUSAPIN
Administrative Officer IV /
Human Resources Management Officer II

Note : *The herein issued balances are subject to further reconciliation.*

Acknowledged 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

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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_occmndo@yahoo.com / denroccmin04@yahoo.com

SERVICE RECORD

NAME: CONNIE ADONES PITO (If married woman also full maiden name)
(First Name) (Maiden Name) (Middle Name) (Surname) name)

BIRTH: JANUARY 3, 1993 BANENGBENG, SABLAN, BENGUET (Date herein should be checked from birth or baptismal certificate or other reliable documents)
(Date) (Place)

This is to certify that the employee named herein above actually rendered services as shown in the service records below each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

Inclusive Date		RECORD OF APPOINTMENT			OFFICE			SEPARATION	
		Position/Designation			Entity or Division	Branch	L/V Abs. w/o Pay	Date	Cause
From	To	Position/Designation	Status	Salary Per Annum					
01/01/2023	PRESENT	FORESTER I	PERM.	₱ 330,876.00	DENR	NATIONAL	NONE	N/A	N/A
01/11/2022	12/31/2022	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

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Note:

This is issued upon request of Mr./M PITO for whatever legal purpose it may serve.

Certified Correct:

May 24, 2023

(Date)

VON ERIKA S. CAUSAPIN

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_occndo@yahoo.com / denroccmin04@yahoo.com

SERVICE RECORD

NAME: **CONNIE** **ADONES** **PITO** (If married woman also full maiden name)
(First Name) (Maiden Name) (Middle Name) (Surname)

BIRTH: **JANUARY 3, 1993** **BANENGBENG, SABLAN, BENGUET** (Date herein should be checked from birth or baptismal certificate or other reliable documents)
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Certified Correct:

May 24, 2023



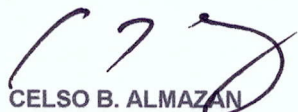
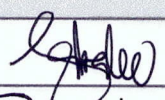
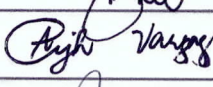
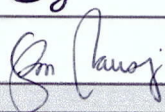
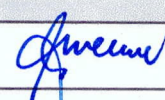
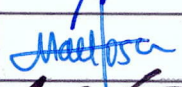
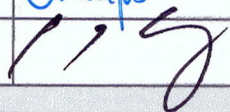

(Date)

VON ERIKA S. 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		Date of Application _____		
I hereby apply for clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:				
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____				
Effectivity/Inclusive Period: _____				
Office of Assignment: DENR CENRO PENRO, OCCIDENTAL MINDORO		 CONNIE A. PITO Name and Signature of Employee		
Position/SG/Step: FORESTER I / SG-41 / STEP 3				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities 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 ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section	<input checked="" type="checkbox"/>		LYZA ELLAINE A. BERNABE Admin. Officer I (Supply Officer I)	
b. Records Section	<input checked="" type="checkbox"/>		ANN CHERYL JANE H. VARGAS Admin. Officer I (Records Officer I)	
c. Personnel Section	<input checked="" type="checkbox"/>		VON ERIKA S. CAUSAPIN Admin. Officer IV (HRMO II)	
2. Library				
3. Finance and Assets Management				
a. Accounting Section	<input checked="" type="checkbox"/>		DONEBELLE S. MESINA Accountant III	
	<input checked="" type="checkbox"/>		MARIA JESSICA P. DEL ROSARIO Admin. Officer I (Cashier I)	
b. CENRO Mamburao Multi-Purpose Cooperative	<input checked="" type="checkbox"/>		CELSO B. ALMAZAN Chairman, CMMPC	
4. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division				
<input type="checkbox"/> with pending administrative case				
<input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
 ERNESTO E. TAÑADA DENR Officer				