



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

March 10, 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 :** **SUBMISSION OF REQUIRED DOCUMENTS RELATIVE TO  
COMPULSORY RETIREMENT OF SVEMS VICTORIO P.  
CAPITAN FROM SERVICE AT DENR PENRO OCCIDENTAL  
MINDORO**

Submitted herewith are the supporting documents in relation to the above subject enumerated below:

1. Office Clearance
2. Service Record
3. Approved Application for Leave
4. Leave Credit Index in excel format
5. Certification of Leave Credits
6. GSIS Clearance
7. Declaration of Pendency / Non-Pendency of Case
8. Notice of Salary Adjustment
9. SALN (exit)
10. Certification of Last Salary Received
11. Ombudsman Clearance

For information and consideration.

  
**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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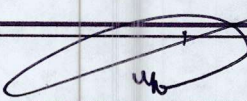

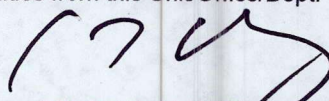
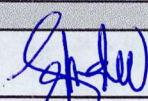
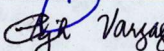
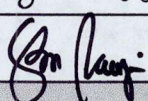
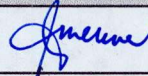

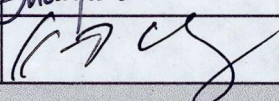
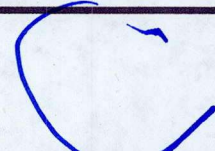
For information and consideration.

  
**ERNESTO E. TAÑADA**



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

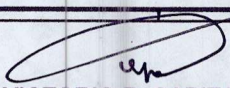


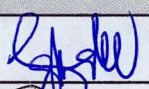
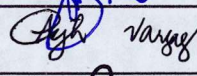
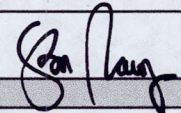
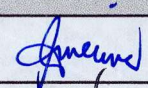
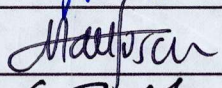
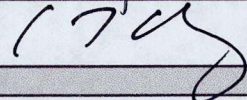

CLEARANCE FORM

I PURPOSE				
TO: <b>DENR MIMAROPA REGION</b>		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:		Please specify: <b>COMPULSORY RETIREMENT</b>		
Effectivity/Inclusive Period: <b>December 23, 2022</b>				
Office of Assignment: <b>DENR PENRO OCCIDENTAL MINDORO</b>		 <b>VICTORIO P. CAPITAN</b> Name and Signature of Employee		
Position/SG/Step: <b>SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST / SG 22</b>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
 <b>ABE R. FRANCISCO</b> Chief, Management Services Division		 <b>CELSO B. ALMAZAN</b> 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			<b>LYZA ELLAINE A. BERNABE</b> Admin. Officer I (Supply Officer I)	
b. Records Section			<b>ANN CHERYL JANE H. VARGAS</b> Admin. Officer I (Records Officer I)	
c. Personnel Section			<b>VON ERIKA S. CAUSAPIN</b> Admin. Officer IV (HRMO II)	
2. Library				
3. Finance and Assets Management				
a. Accounting Section			<b>DONEBELLE S. MESINA</b> Accountant III	
b. Cashier			<b>MARIA JESSICA P. DEL ROSARIO</b> Admin. Officer I (Cashier I)	
c. CENRO Mamburao Multi-Purpose Cooperative			<b>CELSO B. ALMAZAN</b> Chairperson, 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				
 <b>ERNESTO E. TAÑADA</b> PENR Officer				



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Provincial Environment and Natural Resources Office  
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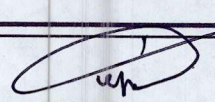
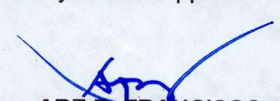
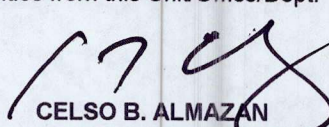
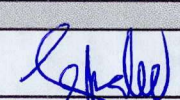
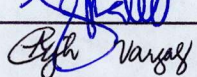
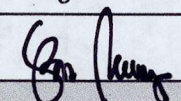
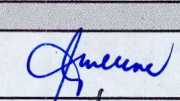
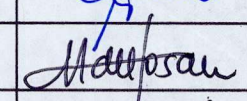
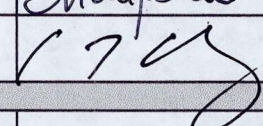
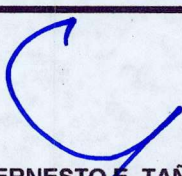
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Republic of the Philippines  
Department of Environment and Natural Resources  
Region IV-B MIMAROPA  
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE  
Mamburao, Occidental Mindoro

Property Control No.: CM-2022-019

## CREDIT MEMO FOR PROPERTY ACCOUNTABILITY

Date: August 15, 2022

THIS IS TO RELEIVE Mr./Ms. \_\_\_\_\_

**VICTORIO P. CAPITAN**

of the accountability on the property/ies returned/surrendered as follows:

Quantity	Unit	Property No.	Name and Description	Amount	Condition
1	PC	PAR-CSJO-2010-12-0003 (OLD PROPERTY NO.) / 2010-05-030-0022-03 (NEW PROPERTY NO.)	CELLPHONE, IPHONE 5, COLOR:BLACK&SKYBLUE WITH MODEL:A1529, FCC ID:BCG-E2694A, IC:579C-E2694A IMEI:358031053193945	P 25,000.00	UNSERVICEABLE

Returned/Surrendered by:

  
**VICTORIO P. CAPITAN**

Employee

  
**LYZA ELLAINE A. BERNABE**

Administrative Officer I (Supply Officer I)



## PROPERTY TRANSFER REPORT

Entity Name : DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES Fund Cluster : 101

From Accountable Officer/Agency/Fund Cluster: <u>LYZA ELLAINE A. BERNABE</u>			PTR No. : <u>2022-10-001</u>	
To Accountable Officer/Agency/Fund Cluster: <u>MARIA JESSICA P. DEL ROSARIO</u>			Date : <u>October 18, 2022</u>	
Transfer Type: (check only one)				
<input type="checkbox"/> Donation <input type="checkbox"/> Relocate <input type="checkbox"/> Reassignment <input type="checkbox"/> Others (Specify) _____				
Date Acquired	Property No.	Description	Amount	Condition of PPE
06/22/2020	PAR-PMBO-2020-06-0008 (OLD PROPERTY NO.) / 2020-05-030-0423-01 (NEW PROPERTY NO.)	LAPTOP COMPUTER, (1) ACER ASPIRE 5 COLOR:BLACK WITH MODEL:N19H2 AND S/N:NXHUNSP0010280734C2N00 INCLUSION:CHARGER & LAPTOP BAG	P 35,500.00	IN GOOD CONDITION [LOCATION: PENRO MAMBURAO - ASUNCION BLDG. 1ST FLOOR (CASHIER UNIT)]
Reason for Transfer:				

**Signature :**

Printed Name :

**Designation :**

Date : \_\_\_\_\_

Approved by:

ERNESTO E. TAÑADA

OIC, DENR OFFICER

October 18, 2022

Released/Issued by:

LYZA ELLAINE A. BERNABE

Administrative Officer I (Supply Officer I)

October 18, 2022

Received by:

MARIA JESSICA P. DEL ROSARIO

### Administrative Officer I (Cashier I)

October 18, 2022





## SERVICE RECORD

NAME: **VICTORIO** **PANAHON** **CAPITAN** (If married woman also full maiden name)  
(First Name) (Maiden Name) (Middle Name) (Surname) name)

BIRTH: **DECEMBER 23, 1957** **CALAMBA, LAGUNA** (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				
RETIRED (12/24/22)									
01/01/2022	12/23/2022	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 865,356.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
10/12/2021	12/31/2021	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 846,780.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2021	10/11/2021	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 833,772.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2020	12/31/2020	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 815,196.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2019	12/31/2019	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 796,620.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
10/12/2018	12/31/2018	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 715,164.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2018	10/11/2018	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 704,604.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2017	12/31/2017	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 633,396.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2016	12/31/2016	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 569,376.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
10/12/2015	12/31/2015	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	PERM.	₱ 511,824.00	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2015	10/11/2015	FORESTER II	PERM.	₱ 322,416.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2014	12/31/2014	FORESTER II	PERM.	₱ 322,416.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
06/01/2012	05/13/2014	FORESTER II	PERM.	₱ 318,912.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
06/01/2011	05/31/2012	FORESTER II	PERM.	₱ 295,176.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2011	05/31/2011	FORESTER II	PERM.	₱ 271,428.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
06/24/2010	05/13/2011	FORESTER II	PERM.	₱ 266,964.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
07/01/2009	06/23/2010	FORESTER II	PERM.	₱ 242,736.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
07/01/2008	06/30/2009	FORESTER II	PERM.	₱ 218,496.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2008	06/30/2008	FORESTER II	PERM.	₱ 198,636.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
07/01/2007	05/13/2008	FORESTER II	PERM.	₱ 193,776.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2005	06/30/2007	FORESTER II	PERM.	₱ 176,160.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2002	05/13/2005	FORESTER II	PERM.	₱ 171,864.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
07/01/2001	05/13/2002	FORESTER II	PERM.	₱ 167,676.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
01/01/2000	06/30/2001	FORESTER II	PERM.	₱ 159,696.00	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A



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





## SERVICE RECORD

NAME: **VICTORIO** **PANAHON** **CAPITAN** (If married woman also full maiden name)  
(First Name) (Maiden Name) (Middle Name) (Surname)

BIRTH: **DECEMBER 23, 1957** **CALAMBA, LAGUNA** (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.

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10/12/2021	12/31/2021	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	₱ 846,780.00	PERM.	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
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01/01/2020	12/31/2020	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	₱ 815,196.00	PERM.	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2019	12/31/2019	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	₱ 796,620.00	PERM.	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
10/12/2018	12/31/2018	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	₱ 715,164.00	PERM.	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2018	10/11/2018	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	₱ 704,604.00	PERM.	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2017	12/31/2017	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	₱ 633,396.00	PERM.	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2016	12/31/2016	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	₱ 569,376.00	PERM.	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
10/12/2015	12/31/2015	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	₱ 511,824.00	PERM.	PENRO OCC. MINDORO	NATIONAL	NONE	N/A	N/A
01/01/2015	10/11/2015	FORESTER II	₱ 322,416.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2014	12/31/2014	FORESTER II	₱ 322,416.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
06/01/2012	05/13/2014	FORESTER II	₱ 318,912.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
06/01/2011	05/31/2012	FORESTER II	₱ 295,176.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2011	05/31/2011	FORESTER II	₱ 271,428.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
06/24/2010	05/13/2011	FORESTER II	₱ 266,964.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
07/01/2009	06/23/2010	FORESTER II	₱ 242,736.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
07/01/2008	06/30/2009	FORESTER II	₱ 218,496.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2008	06/30/2008	FORESTER II	₱ 198,636.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
07/01/2007	05/13/2008	FORESTER II	₱ 193,776.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2005	06/30/2007	FORESTER II	₱ 176,160.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
05/14/2002	05/13/2005	FORESTER II	₱ 171,864.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
07/01/2001	05/13/2002	FORESTER II	₱ 167,676.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A
01/01/2000	06/30/2001	FORESTER II	₱ 159,696.00	PERM.	CENRO SAN JOSE	NATIONAL	NONE	N/A	N/A







## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT 2. NAME (Last) (First) (Middle)  
PENRO Occidental Mindoro CAPITAN VICTORIO PANAHON

3. DATE OF FILING 01/02/2023 4. POSITION SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST 5. SALARY

### 6. DETAILS OF APPLICATION

#### 6. A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XV, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (RA No. 8187/CSC MC No. 71, S 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972/CSC MC no. 8, S. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, S. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, S. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC no. 2, S. 2012, as amended)
- ☐ Adoption Leave (RA No. 8552)
- ☒ Others

#### TERMINAL LEAVE - COMPULSORY RETIREMENT

#### 6. E DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

☐ Within the Philippines

☐ Abroad (Specify) \_\_\_\_\_

In case of Sick Leave:

☐ In Hospital (Specify Illness) \_\_\_\_\_

☐ Out Patient (Specify Illness) \_\_\_\_\_

In case of Study Leave:

☐ Completion of Master's Degree

☐ BAR/Board Examination Review

Other Purpose:

☐ Monetization of Leave Credits

☐ Terminal Leave

#### 6. C NUMBER OF WORKING DAYS APPLIED FOR

323.346 DAY / S

INCLUSIVE DATES

TO

#### 6. D COMMUTATION

☐ Not Requested

☐ Requested

VICTORIO PANAHON CAPITAN

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7. A CERTIFICATION OF LEAVE CREDITS

as of 03/10/2022

	Vacation Leave	Sick Leave
Total Earned	58.638	264.708
Less this application		
Balance	58.638	264.708

VON ERIKA S. CAUSAPIN

Administrative Officer IV / HRMO II

#### 7. E RECOMMENDATION

☐ For Approval

☐ For disapproval due to \_\_\_\_\_

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for Management Service

#### 7. C APPROVED FOR:

323.346 days with pay

\_\_\_\_\_ days without pay

\_\_\_\_\_ others (specify)

#### 7. D DISAPPROVED DUE TO:

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director



## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT 2. NAME (Last) (First) (Middle)  
PENRO Occidental Mindoro CAPITAN VICTORIO PANAHON

3. DATE OF FILING 01/02/2023 4. POSITION SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST 5. SALARY

### 6. DETAILS OF APPLICATION

#### 6. A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XV, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (RA No. 8187/CSC MC No. 71, S 1998, as amended)
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- ☐ Solo Parent Leave (RA No. 8972/CSC MC no. 8, S. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, S. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, S. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC no. 2, S. 2012, as amended)
- ☐ Adoption Leave (RA No. 8552)
- ☒ Others

**TERMINAL LEAVE - COMPULSORY RETIREMENT**

#### 6. E DETAILS OF LEAVE

*In case of Vacation/Special Privilege Leave:*

☐ Within the Philippines

☐ Abroad (Specify) \_\_\_\_\_

*In case of Sick Leave:*

☐ In Hospital (Specify Illness) \_\_\_\_\_

☐ Out Patient (Specify Illness) \_\_\_\_\_

*In case of Study Leave:*

☐ Completion of Master's Degree

☐ BAR/Board Examination Review

*Other Purpose:*

☐ Monetization of Leave Credits

☐ Terminal Leave

#### 6. C NUMBER OF WORKING DAYS APPLIED FOR

323.346 DAY / S

INCLUSIVE DATES

TO

#### 6. D COMMUTATION

☐ Not Requested

☐ Requested

VICTORIO PANAHON CAPITAN

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7. A CERTIFICATION OF LEAVE CREDITS

as of 03/10/2022

	Vacation Leave	Sick Leave
Total Earned	58.638	264.708
Less this application		
Balance	58.638	264.708

VON ERIKA S. CAUSARIN

Administrative Officer IV / HRMO II

#### 7. E RECOMMENDATION

☐ For Approval

☐ For disapproval due to \_\_\_\_\_

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for Management Service

#### 7. C APPROVED FOR:

323.346 days with pay

\_\_\_\_\_ days without pay

\_\_\_\_\_ others (specify)

#### 7. D DISAPPROVED DUE TO:

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director



Name : CAPTAN, VICTORIO P.  
Position : SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST

First Day of Government Service :  
Date of Promotional Appointment :

PERIOD	PARTICULARS	PERIOD	VACATION LEAVE										SICK LEAVE				COMBINED TOTAL			
			SPL/PL	OTHER S	EARNMENT N	FL	VL	ABSENCE/ TARDINESS			VALUE	BALANCE E	ABSENCE/ UNDERTIME W/O PAY	EARNMENT W/PAY	ABSENCE/ UNDERTIME W/PAY	MONETIZATION N		SL	BALANCE W/O PAY	
APRIL 1989					1.250						0.000	69.690		1.250				89.000		158.690
MAY 1989					1.250						0.000	70.940		1.250				90.250		161.190
JUNE 1989					1.250						0.000	72.190		1.250				91.500		163.690
JULY 1989					1.250						0.000	73.440		1.250				92.750		166.190
AUGUST 1989					1.250						0.000	74.690		1.250				94.000		168.690
SEPTEMBER 1989					1.250						0.000	75.940		1.250				95.250		171.190
OCTOBER 1989					1.250						0.000	77.190		1.250				96.500		173.690
NOVEMBER 1989					1.250						0.000	78.440		1.250				97.750		176.190
DECEMBER 1989	(5) FL-M				1.250		5				0.000	74.690		1.250				99.000		173.690
JANUARY 1990					1.250						0.000	75.940		1.250				100.250		176.190
FEBRUARY 1990					1.250						0.000	77.190		1.250				101.500		178.690
MARCH 1990					1.250						0.000	78.440		1.250				102.750		181.190
APRIL 1990					1.250						0.000	79.690		1.250				104.000		183.690
MAY 1990					1.250						0.000	80.940		1.250				105.250		186.190
JUNE 1990					1.250						0.000	82.190		1.250				106.500		188.690
JULY 1990					1.250						0.000	83.440		1.250				107.750		191.190
AUGUST 1990					1.250						0.000	84.690		1.250				109.000		193.690
SEPTEMBER 1990					1.250						0.000	85.940		1.250				110.250		196.190
OCTOBER 1990					1.250						0.000	87.190		1.250				111.500		198.690
NOVEMBER 1990					1.250						0.000	88.440		1.250				112.750		201.190
DECEMBER 1990	(5) FL-M				1.250		5				0.000	84.690		1.250				114.000		198.690
JANUARY 1991					1.250						0.000	85.940		1.250				115.250		201.190
FEBRUARY 1991					1.250						0.000	87.190		1.250				116.500		203.690
MARCH 1991					1.250						0.000	88.440		1.250				117.750		206.190
APRIL 1991					1.250						0.000	89.690		1.250				119.000		208.690
MAY 1991					1.250						0.000	90.940		1.250				120.250		211.190
JUNE 1991					1.250						0.000	92.190		1.250				121.500		213.690
JULY 1991					1.250						0.000	93.440		1.250				122.750		216.190
AUGUST 1991					1.250						0.000	94.690		1.250				124.000		218.690
SEPTEMBER 1991					1.250						0.000	95.940		1.250				125.250		221.190
OCTOBER 1991					1.250						0.000	97.190		1.250				126.500		223.690
NOVEMBER 1991					1.250						0.000	98.440		1.250				127.750		226.190
DECEMBER 1991	(2) VL (3) FL-M	FL(26-27)			1.250		3			2	0.000	94.690		1.250				129.000		223.690
JANUARY 1992					1.250						0.000	95.940		1.250				130.250		226.190
FEBRUARY 1992					1.250						0.000	97.190		1.250				131.500		228.690
MARCH 1992					1.250						0.000	98.440		1.250				132.750		231.190
APRIL 1992					1.250						0.000	99.690		1.250				134.000		233.690
MAY 1992	(5) VL	VL(25-29)			1.250					5	0.000	95.940		1.250				135.250		231.190
JUNE 1992	(8) VL	VL(2-11)			1.250					8	0.000	89.190		1.250				136.500		225.690
JULY 1992					1.250						0.000	90.440		1.250				137.750		228.190
AUGUST 1992	(2) VL	VL(28-31)			1.250					2	0.000	89.690		1.250				139.000		228.690
SEPTEMBER 1992	(4) VL	VL(1-4)			1.250					4	0.000	86.940		1.250				140.250		227.190
OCTOBER 1992					1.250						0.000	88.190		1.250				141.500		229.690
NOVEMBER 1992					1.250						0.000	89.440		1.250				142.750		232.190
DECEMBER 1992					1.250						0.000	90.690		1.250				144.000		234.690
JANUARY 1993	(2) FL				1.250		2				0.000	89.940		1.250				145.250		233.190
FEBRUARY 1993					1.250						0.000	91.190		1.250				146.500		237.690
MARCH 1993					1.250						0.000	92.440		1.250				147.750		240.190
APRIL 1993					1.250						0.000	93.690		1.250				149.000		242.690
MAY 1993					1.250						0.000	94.940		1.250				150.250		245.190
JUNE 1993					1.250						0.000	96.190		1.250				151.500		247.690
JULY 1993					1.250						0.000	97.440		1.250				152.750		250.190
AUGUST 1993					1.250						0.000	98.690		1.250				154.000		252.690
SEPTEMBER 1993					1.250						0.000	99.940		1.250				155.250		255.190
OCTOBER 1993					1.250						0.000	101.190		1.250				156.500		257.690
NOVEMBER 1993					1.250						0.000	102.440		1.250				157.750		260.190
DECEMBER 1993	(3) FL-M				1.250		3				0.000	100.690		1.250				159.000		259.690



PERIOD	PARTICULARS	PERIOD	VACATION LEAVE										SICK LEAVE			COMBINED TOTAL						
			SP/PL	OTHER S	EARNMENT	MONETIZATION	FL	VL	ABSENCE/ TARDINESS			VALUE	BALANCE	ABSENCE/ UNDERTIME/ W/O PAY	EARNMENT		ABSENCE/ UNDERTIME/ W/PAY	MONETIZATION	SL	BALANCE	ABSENCE/ UNDERTIME/ W/O PAY	
JANUARY 1994					1.250								0.000	101.940		1.250				160.250		262.190
FEBRUARY 1994					1.250								0.000	103.190		1.250				161.500		264.690
MARCH 1994					1.250								0.000	104.440		1.250				162.750		267.190
APRIL 1994					1.250								0.000	105.690		1.250				164.000		269.690
MAY 1994					1.250								0.000	106.940		1.250				165.250		272.190
JUNE 1994					1.250								0.000	108.190		1.250				166.500		274.690
JULY 1994					1.250								0.000	109.440		1.250				167.750		277.190
AUGUST 1994					1.250								0.000	110.690		1.250				169.000		279.690
SEPTEMBER 1994					1.250								0.000	111.940		1.250				170.250		282.190
OCTOBER 1994					1.250								0.000	113.190		1.250				171.500		284.690
NOVEMBER 1994					1.250								0.000	114.440		1.250				172.750		287.190
DECEMBER 1994	(5)FL	FL(23-26,29)			1.250	5							0.000	110.690		1.250				174.000		284.690
JANUARY 1995					1.250								0.000	111.940		1.250				175.250		287.190
FEBRUARY 1995					1.250								0.000	113.190		1.250				176.500		289.690
MARCH 1995					1.250								0.000	114.440		1.250				177.750		292.190
APRIL 1995	(10)MONE				1.250	10							0.000	105.690		1.250				179.000		284.690
MAY 1995					1.250								0.000	106.940		1.250				180.250		287.190
JUNE 1995					1.250								0.000	108.190		1.250				181.500		289.690
JULY 1995					1.250								0.000	109.440		1.250				182.750		292.190
AUGUST 1995					1.250								0.000	110.690		1.250				184.000		294.690
SEPTEMBER 1995					1.250								0.000	111.940		1.250				185.250		297.190
OCTOBER 1995					1.250								0.000	113.190		1.250				186.500		299.690
NOVEMBER 1995					1.250								0.000	114.440		1.250				187.750		302.190
DECEMBER 1995	(5)FL	FL(4-8)			1.250	5							0.000	110.690		1.250				189.000		299.690
JANUARY 1996					1.250								0.000	111.940		1.250				190.250		302.190
FEBRUARY 1996					1.250								0.000	113.190		1.250				191.500		304.690
MARCH 1996					1.250								0.000	114.440		1.250				192.750		307.190
APRIL 1996					1.250								0.000	115.690		1.250				194.000		309.690
MAY 1996					1.250								0.000	116.940		1.250				195.250		312.190
JUNE 1996					1.250								0.000	118.190		1.250				196.500		314.690
JULY 1996					1.250								0.000	119.440		1.250				197.750		317.190
AUGUST 1996					1.250								0.000	120.690		1.250				199.000		319.690
SEPTEMBER 1996					1.250								0.000	121.940		1.250				200.250		322.190
OCTOBER 1996					1.250								0.000	123.190		1.250				201.500		324.690
NOVEMBER 1996					1.250								0.000	124.440		1.250				202.750		327.190
DECEMBER 1996	(5)FL-M				1.250	5							0.000	120.690		1.250				204.000		324.690
JANUARY 1997					1.250								0.000	121.940		1.250				205.250		327.190
FEBRUARY 1997					1.250								0.000	123.190		1.250				206.500		329.690
MARCH 1997					1.250								0.000	124.440		1.250				207.750		332.190
APRIL 1997					1.250								0.000	125.690		1.250				209.000		334.690
MAY 1997	(5)FL	FL(23,26-29)			1.250	5							0.000	121.940		1.250				210.250		332.190
JUNE 1997					1.250								0.000	123.190		1.250				211.500		334.690
JULY 1997					1.250								0.000	124.440		1.250				212.750		337.190
AUGUST 1997					1.250								0.000	125.690		1.250				214.000		339.690
SEPTEMBER 1997					1.250								0.000	126.940		1.250				215.250		342.190
OCTOBER 1997					1.250								0.000	128.190		1.250				216.500		344.690
NOVEMBER 1997					1.250								0.000	129.440		1.250				217.750		347.190
DECEMBER 1997					1.250								0.000	130.690		1.250				219.000		349.690
JANUARY 1998					1.250								0.000	131.940		1.250				220.250		352.190
FEBRUARY 1998					1.250								0.000	133.190		1.250				221.500		354.690
MARCH 1998					1.250								0.000	134.440		1.250				222.750		357.190
APRIL 1998	(5)VL	VL(3-17)			1.250		5						0.000	130.690		1.250				224.000		354.690
MAY 1998					1.250								0.000	131.940		1.250				225.250		357.190
JUNE 1998					1.250								0.000	133.190		1.250				226.500		359.690
JULY 1998	(2)VL	VL(9-10)			1.250		2						0.000	132.440		1.250				227.750		360.190
AUGUST 1998					1.250								0.000	133.690		1.250				229.000		362.690
SEPTEMBER 1998					1.250								0.000	134.940		1.250				230.250		365.190
OCTOBER 1998					1.250								0.000	136.190		1.250				231.500		367.690
NOVEMBER 1998					1.250								0.000	137.440		1.250				232.750		370.190
DECEMBER 1998					1.250								0.000	138.690		1.250				234.000		372.690



PERIOD	PARTICULARS	PERIOD	VACATION LEAVE										SICK LEAVE				COMBINED TOTAL
			SP/PL	OTHER S	EARNMENT	MONETIZATION	FL	VL	DAYS	HOURS	MINUTES	VALUE	BALANCE	ABSENCE/UNDERTIME W/O PAY	EARNMENT W/PAY	ABSENCE/UNDERTIME W/O PAY	
JANUARY 1999					1.250							0.000	139.940		1.250		375.190
FEBRUARY 1999	(2)SL	SL(1-2)			1.250							0.000	141.190		1.250		375.690
MARCH 1999					1.250							0.000	142.440		1.250		378.190
APRIL 1999					1.250							0.000	143.690		1.250		380.690
MAY 1999	(5)FL	FL(24-28)			1.250		5					0.000	139.940		1.250		378.190
JUNE 1999	(3)SP/L	SP/L(7-9)	3		1.250							0.000	141.190		1.250		380.690
JULY 1999					1.250							0.000	142.440		1.250		383.190
AUGUST 1999					1.250							0.000	143.690		1.250		385.690
SEPTEMBER 1999					1.250							0.000	144.940		1.250		388.190
OCTOBER 1999	(10)MONE				1.250	10						0.000	136.190		1.250		380.690
NOVEMBER 1999					1.250							0.000	137.440		1.250		383.190
DECEMBER 1999	(30)MONE				1.250	18						0.000	120.690		1.250		355.690
JANUARY 2000					1.250							0.000	121.940		1.250		358.190
FEBRUARY 2000					1.250							0.000	123.190		1.250		360.690
MARCH 2000	(2)VL	VL(15-16)			1.250			2				0.000	122.440		1.250		361.190
APRIL 2000	(4)VL				1.250			4				0.000	119.690		1.250		359.690
MAY 2000	(5)FL	FL(22-26)			1.250		5					0.000	115.940		1.250		357.190
JUNE 2000					1.250							0.000	117.190		1.250		359.690
JULY 2000					1.250							0.000	118.440		1.250		362.190
AUGUST 2000					1.250							0.000	119.690		1.250		364.690
SEPTEMBER 2000					1.250							0.000	120.940		1.250		367.190
OCTOBER 2000					1.250							0.000	122.190		1.250		369.690
NOVEMBER 2000	(30)MONE				1.250	18						0.000	105.440		1.250		342.190
DECEMBER 2000					1.250							0.000	106.690		1.250		344.690
JANUARY 2001					1.250							0.000	107.940		1.250		347.190
FEBRUARY 2001					1.250							0.000	109.190		1.250		349.690
MARCH 2001	(3)PL	PL(28-30)	3		1.250							0.000	110.440		1.250		352.190
APRIL 2001					1.250							0.000	111.690		1.250		354.690
MAY 2001					1.250							0.000	112.940		1.250		357.190
JUNE 2001					1.250							0.000	114.190		1.250		359.690
JULY 2001	(30)MONE				1.250	30						0.000	85.440		1.250		332.190
AUGUST 2001					1.250							0.000	86.690		1.250		334.690
SEPTEMBER 2001					1.250							0.000	87.940		1.250		337.190
OCTOBER 2001					1.250							0.000	89.190		1.250		339.690
NOVEMBER 2001					1.250							0.000	90.440		1.250		342.190
DECEMBER 2001	(5)FL-M				1.250		5					0.000	86.690		1.250		339.690
JANUARY 2002					1.250							0.000	87.940		1.250		342.190
FEBRUARY 2002					1.250							0.000	89.190		1.250		344.690
MARCH 2002	(1)PL	PL(11)	1		1.250							0.000	90.440		1.250		347.190
APRIL 2002					1.250							0.000	91.690		1.250		349.690
MAY 2002	(5)FL	FL(27-31)			1.250		5					0.000	87.940		1.250		347.190
JUNE 2002					1.250							0.000	89.190		1.250		349.690
JULY 2002					1.250							0.000	90.440		1.250		352.190
AUGUST 2002					1.250							0.000	91.690		1.250		354.690
SEPTEMBER 2002					1.250							0.000	92.940		1.250		357.190
OCTOBER 2002	(2)SL	SL(17,18)			1.250							0.000	94.190		1.250	2	357.690
NOVEMBER 2002					1.250							0.000	95.440		1.250		360.190
DECEMBER 2002					1.250							0.000	96.690		1.250		362.690
JANUARY 2003	(00.01.37)T	T(23-8-10.13-16)			1.250					1	37	0.202	97.738		1.250		364.988
FEBRUARY 2003	(00.01.42)T	T(10.17-21)			1.250					1	42	0.212	98.776		1.250		367.276
MARCH 2003	(3)SP/L(00.01.16)T	SP/L(20.21.24)T(18-19.25-27.31)	3		1.250					1	16	0.158	99.868		1.250		369.618
APRIL 2003	(00.00.49)T	T(8-11.14-15)			1.250						49	0.102	101.016		1.250		372.016
MAY 2003					1.250							0.000	102.266		1.250		374.516
JUNE 2003					1.250							0.000	103.516		1.250		377.016
JULY 2003					1.250							0.000	104.766		1.250		379.516
AUGUST 2003					1.250							0.000	106.016		1.250		382.016
SEPTEMBER 2003					1.250							0.000	107.266		1.250		384.516
OCTOBER 2003	(5)FL	FL(6-10)			1.250	5						0.000	103.516		1.250		382.016
NOVEMBER 2003					1.250							0.000	104.766		1.250		384.516
DECEMBER 2003					1.250							0.000	106.016		1.250		387.016



PERIOD	PARTICULARS	PERIOD	VACATION LEAVE										SICK LEAVE			COMBINED TOTAL				
			SPL/PL	OTHER S	EARNMENT	MONETIZATION	FL	VL	ABSENCE/ TARDINESS			BALANCE	ABSENCE/ W/O PAY	ABSENCE/ W/ PAY	MONETIZATION		SL	BALANCE	ABSENCE/ W/O PAY	
JANUARY 2004					1.250							0.000	107.266		1.250			282.250		389.516
FEBRUARY 2004					1.250							0.000	108.516		1.250			283.500		392.016
MARCH 2004					1.250							0.000	109.766		1.250			284.750		394.516
APRIL 2004					1.250							0.000	111.016		1.250			286.000		397.016
MAY 2004	(5)FL	FL(24-28)			1.250							0.000	107.266		1.250			287.250		394.516
JUNE 2004	(00.04.13)T	T(9-10,23-24,28)			1.250							0.527	107.989		1.250			288.500		396.489
JULY 2004	(00.00.02)T	T(8,16)			1.250							0.004	109.235		1.250			289.750		398.985
AUGUST 2004	(00.00.01)T	T(11)			1.250							0.002	110.483		1.250			291.000		401.483
SEPTEMBER 2004					1.250							0.000	111.733		1.250			292.250		403.983
OCTOBER 2004					1.250							0.000	112.983		1.250			293.500		406.483
NOVEMBER 2004					1.250							0.000	114.233		1.250			294.750		408.983
DECEMBER 2004					1.250							0.000	115.483		1.250			296.000		411.483
JANUARY 2005	NONE				1.250							0.000	116.733		1.250			297.250		413.983
FEBRUARY 2005					1.250							0.000	117.983		1.250			298.500		416.483
MARCH 2005					1.250							0.000	119.233		1.250			299.750		418.983
APRIL 2005					1.250							0.000	120.483		1.250			301.000		421.483
MAY 2005	(5)FL	FL(23-26,30)			1.250							0.000	116.733		1.250			302.250		418.983
JUNE 2005					1.250							0.000	117.983		1.250			303.500		421.483
JULY 2005					1.250							0.000	119.233		1.250			304.750		423.983
AUGUST 2005					1.250							0.000	120.483		1.250			306.000		426.483
SEPTEMBER 2005					1.250							0.000	121.733		1.250			307.250		428.983
OCTOBER 2005					1.250							0.000	122.983		1.250			308.500		431.483
NOVEMBER 2005					1.250							0.000	124.233		1.250			309.750		433.983
DECEMBER 2005					1.250							0.000	125.483		1.250			311.000		436.483
JANUARY 2006	(3)SPL	SPL(14-16)	3		1.250							0.000	126.733		1.250			312.250		438.983
FEBRUARY 2006					1.250							0.000	127.983		1.250			313.500		441.483
MARCH 2006					1.250							0.000	129.233		1.250			314.750		443.983
APRIL 2006					1.250							0.000	130.483		1.250			316.000		446.483
MAY 2006					1.250							0.000	131.733		1.250			317.250		448.983
JUNE 2006					1.250							0.000	132.983		1.250			318.500		451.483
JULY 2006					1.250							0.000	134.233		1.250			319.750		453.983
AUGUST 2006					1.250							0.000	135.483		1.250			321.000		456.483
SEPTEMBER 2006					1.250							0.000	136.733		1.250			322.250		458.983
OCTOBER 2006					1.250							0.000	137.983		1.250			323.500		461.483
NOVEMBER 2006					1.250							0.000	139.233		1.250			324.750		463.983
DECEMBER 2006	(5)FL-M				1.250							0.000	135.483		1.250			326.000		461.483
JANUARY 2007					1.250							0.000	136.733		1.250			327.250		463.983
FEBRUARY 2007					1.250							0.000	137.983		1.250			328.500		466.483
MARCH 2007					1.250							0.000	139.233		1.250			329.750		468.983
APRIL 2007					1.250							0.000	140.483		1.250			331.000		471.483
MAY 2007					1.250							0.000	141.733		1.250			332.250		473.983
JUNE 2007					1.250							0.000	142.983		1.250			333.500		476.483
JULY 2007					1.250							0.000	144.233		1.250			334.750		478.983
AUGUST 2007					1.250							0.000	145.483		1.250			336.000		481.483
SEPTEMBER 2007	(5)FL	FL(24-28)			1.250							0.000	141.733		1.250			337.250		478.983
OCTOBER 2007					1.250							0.000	142.983		1.250			338.500		481.483
NOVEMBER 2007					1.250							0.000	144.233		1.250			339.750		483.983
DECEMBER 2007	(3)SL	SL(3-5)			1.250							0.000	145.483		1.250			338.000		483.483
JANUARY 2008					1.250							0.000	146.733		1.250			339.250		485.983
FEBRUARY 2008					1.250							0.000	147.983		1.250			340.500		488.483
MARCH 2008					1.250							0.000	149.233		1.250			341.750		490.983
APRIL 2008	(00.01.01)T				1.250							0.127	150.356		1.250			343.000		493.356
MAY 2008	(00.00.10)T				1.250							0.021	151.585		1.250			344.250		495.835
JUNE 2008					1.250							0.000	152.835		1.250			345.500		498.335
JULY 2008	(00.00.09)T(1)SPL	SPL(14)	1		1.250							0.019	154.066		1.250			346.750		500.816
AUGUST 2008					1.250							0.000	155.316		1.250			348.000		503.316
SEPTEMBER 2008	(00.00.28)T(1)SL	T(22,23) SL(23)			1.250							0.058	156.508		1.250			348.250		504.758
OCTOBER 2008	(00.00.01)T	T(27)			1.250							0.002	157.756		1.250			349.500		507.256
NOVEMBER 2008	(5)FL(00.00.02)T	T(11) FL(11)			1.250							0.004	154.001		1.250			350.750		504.751
DECEMBER 2008					1.250							0.000	155.251		1.250			352.000		507.251



PERIOD	PARTICULARS	PERIOD	VACATION LEAVE										SICK LEAVE			COMBINED TOTAL				
			SP/PL	OTHER S	EARN E	MONET IZATIO N	FL	VL	ABSENCE/ TARDINESS			BALANC E	ABSENCE/ W/O PAY	EARN E	ABSENCE/ W/ PAY		MONET IZATIO N	SL	BALANCE	ABSENCE/ W/O PAY
JANUARY 2009	(2)SL	SL(5,6)			1.250							0.000	156.501		1.250			353.250		509.751
FEBRUARY 2009					1.250							0.000	157.751		1.250			354.500		512.251
MARCH 2009	(00.00.07)T	T(2,16)			1.250							0.015	158.987		1.250			355.750		514.737
APRIL 2009	(00.00.04)T (2)SPL	SPL(7,8) T(20)	2		1.250							0.008	160.229		1.250			357.000		517.229
MAY 2009					1.250							0.000	161.479		1.250			358.250		519.729
JUNE 2009	(5)FL	FL(2-5,8)			1.250							0.000	157.729		1.250			359.500		517.229
JULY 2009	(1)SL	SL(20)			1.250							0.000	158.979		1.250			359.750		518.729
AUGUST 2009	(00.00.03)T	T(10)			1.250							0.006	160.222		1.250			361.000		521.222
SEPTEMBER 2009	(00.00.09)T	T(28)			1.250							0.019	161.454		1.250			362.250		523.704
OCTOBER 2009	(2)SL (00.00.23)T	SL(22-23) T(19,20,27)			1.250							0.048	162.656		1.250			361.500		524.156
NOVEMBER 2009	(2)SL (00.00.38)T	SL(26-27) T(4-6,9,19)			1.250							0.079	163.826		1.250			366.750		524.576
DECEMBER 2009	(2)SL (00.00.25)T	SL(28-29) T(16,17,23)			1.250							0.052	165.024		1.250			360.000		525.024
JANUARY 2010	(2)SPL (00.00.4)T	SPL(28-29) T(5,14,15,26,27)	2		1.250							0.085	166.189		1.250			361.250		527.439
FEBRUARY 2010					1.250							0.000	167.439		1.250			362.500		529.939
MARCH 2010	(1)SPL(1)FL(00.04.41)T	SPL(29)FL(30)T(3-5,19,31)	1		1.250							0.585	167.104		1.250			363.750		530.854
APRIL 2010	NONE				1.250							0.000	168.354		1.250			365.000		533.354
MAY 2010	(5)SL	SL(25,31)			1.250							0.000	169.604		1.250			361.250		530.854
JUNE 2010	(4)SL (00.04.00)HD	SL(1-4) HD(21)			1.250							0.500	170.354		1.250			358.500		528.854
JULY 2010	(5)SL (00.04.12)T	SL(19,23) T(16,27)			1.250							0.525	171.079		1.250			354.750		525.829
AUGUST 2010	(2)SL(00.04.33)T	SL(4,28)T(15,20-21)			1.250							0.569	171.760		1.250			354.000		525.760
SEPTEMBER 2010					1.250							0.000	173.010		1.250			355.250		528.260
OCTOBER 2010	(2)FL (00.04.07)T	T(4,12) FL(8,26)			1.250							0.515	171.745		1.250			356.500		528.245
NOVEMBER 2010	(00.00.20)T	T(9,17,30)			1.250							0.042	172.954		1.250			357.750		530.704
DECEMBER 2010	(2)FL (00.00.28)T (30)MONE	FL(28-29) T(20)			1.250							0.058	154.145		1.250			347.000		501.145
JANUARY 2011	(2)SPL (00.00.11)T	SPL(24-25) T(4,11,3,21,28)	2		1.250							0.023	155.372		1.250			348.250		503.622
FEBRUARY 2011	(1)SPL (00.04.51)T	SPL(21) T(1,21,24)	1		1.250							0.606	156.016		1.250			349.500		505.516
MARCH 2011	(5)SL (00.00.08)T	SL(7-11) T(18)			1.250							0.017	157.249		1.250			345.750		502.999
APRIL 2011	(5)FL (1)SL (00.04.13)T	SL(9) FL(12-15,18) T(5,29)			1.250							0.527	152.972		1.250			346.000		498.972
MAY 2011	(2)SL (00.00.12)T	SL(30,31) T(20-23)			1.250							0.025	154.197		1.250			345.250		499.447
JUNE 2011	(1)SL (00.00.23)T	SL(1) T(7,8,14,17,21)			1.250							0.048	155.399		1.250			345.500		500.899
JULY 2011	(3)SL (00.04.05)T	SL(1,4,5) T(8,11)			1.250							0.510	156.139		1.250			343.750		499.889
AUGUST 2011	(00.00.43)UT	UT(1,5,31)			1.250							0.090	157.299		1.250			345.000		502.299
SEPTEMBER 2011	NONE				1.250							0.000	158.549		1.250			346.250		504.799
OCTOBER 2011	(00.00.09)UT	UT(3,17)			1.250							0.019	159.781		1.250			347.500		507.281
NOVEMBER 2011	(3)SL (00.00.05)T	T(11) SL(2,3,8)			1.250							0.010	161.020		1.250			345.750		506.770
DECEMBER 2011	(3)SL (00.00.34)T (30)MONE	T(1,2,20) SL(21-23)			1.250							0.071	144.199		1.250			331.000		476.199
JANUARY 2012	(00.04.24)T	T(14)			1.250							0.550	144.899		1.250			333.250		478.149
FEBRUARY 2012	(30)MONE				1.250							0.000	131.149		1.250			319.500		450.649
MARCH 2012	(1)SPL (00.00.02)T	SPL(28) T(12)	1		1.250							0.004	132.395		1.250			320.750		453.145
APRIL 2012					1.250							0.000	133.645		1.250			322.000		455.645
MAY 2012	(1)SPL (5)FL (4)SL	SPL(14) FL(21-25) SL(15-18)	1		1.250							0.000	129.895		1.250			319.250		449.145
JUNE 2012	(00.00.45)T	T(4,6,7,14,15,22)			1.250							0.000	131.051		1.250			320.500		451.551
JULY 2012	(1)SPL (5)SL (00.00.18)T	T(10,11) SPL(20 SL(3-6,9)	1		1.250							0.037	132.265		1.250			316.750		449.015
AUGUST 2012	(00.00.06)T	T(17,22)			1.250							0.012	133.503		1.250			318.000		451.503
SEPTEMBER 2012	(00.00.06)T	T(4,24)			1.250							0.012	134.742		1.250			319.250		453.992
OCTOBER 2012	(5)SL (00.00.16)T	T(2) SL(8-12)			1.250							0.012	135.980		1.250			315.500		451.480
NOVEMBER 2012	(00.00.04)T				1.250							0.008	137.222		1.250			316.750		453.972
DECEMBER 2012	(30)MONE (00.00.27)T	T(11,26)			1.250							0.056	128.416		1.250			298.000		426.416
JANUARY 2013					1.250							0.000	129.666		1.250			299.250		428.916
FEBRUARY 2013	(1)SPL	(2)VL(7)SL(29)mone	1		1.250							0.000	130.916		1.250			300.500		431.416
MARCH 2013	(00.00.12)T	T(1,8)			1.250							0.025	132.141		1.250			301.750		433.891
APRIL 2013	(5)FL(2)SPL(00.00.09)T	T(24)FL(15-19)SPL(22,23)	2		1.250							0.019	128.372		1.250			303.000		431.372
MAY 2013	(00.00.12)T	T(6,15,17)			1.250							0.025	129.597		1.250			304.250		433.847
JUNE 2013	NONE				1.250							0.000	130.847		1.250			305.500		436.347
JULY 2013	(00.00.13)T	T(15)			1.250							0.027	132.070		1.250			306.750		438.820
AUGUST 2013					1.250							0.000	133.320		1.250			308.000		441.320
SEPTEMBER 2013	(1)SL	SL(9)			1.250							0.000	134.570		1.250			308.250		442.820
OCTOBER 2013	NONE				1.250							0.000	135.820		1.250			309.500		445.320
NOVEMBER 2013	(00.00.09)T	T(26)			1.250							0.019	137.051		1.250			310.750		447.801
DECEMBER 2013	(2)VL(7)SL(29)mone	VL(9,17)SL(11-13,16,23,26,27)			1.250							0.000	121.301		1.250			291.000		412.301



PERIOD	PARTICULARS	PERIOD	VACATION LEAVE										SICK LEAVE			COMBINED TOTAL					
			SP/L PL	OTHER S	EARN E	MONT IZATIO N	FL	VL	ABSENCE/ TARDINESS			VALUE	BALANC E	ABSENCE/ W/O PAY	EARN E		ABSENCE/ W/ PAY	MONT IZATIO N	SL	BALANCE	ABSENCE/ W/O PAY
JANUARY 2014	(00.00.04)T(2)SL(3)SPL	T(21)SL(2,3)SP(L13-15)	3		1,250						4	0.008	122.543		1,250			2	290.250		412.793
FEBRUARY 2014					1,250							0.000	123.793		1,250				291.500		415.293
MARCH 2014	(10)SL	SL(17,21,24-28)			1,250							0.000	125.043		1,250			10	283.750		407.293
APRIL 2014	(00.00.31)T	T(7,14,30)			1,250						31	0.065	126.228		1,250				284.000		410.228
MAY 2014	NONE				1,250							0.000	127.478		1,250				285.250		412.728
JUNE 2014	NONE				1,250							0.000	128.728		1,250				286.500		415.228
JULY 2014	(00.00.34)T	T(4,21,25,28)			1,250						34	0.071	129.908		1,250				287.750		417.658
AUGUST 2014	(00.00.10)T	T(7,8)			1,250						10	0.021	131.137		1,250				289.000		420.137
SEPTEMBER 2014	NONE				1,250							0.000	132.387		1,250				290.250		422.637
OCTOBER 2014	(00.00.29)T	T(14,27)			1,250						29	0.060	133.576		1,250				291.500		425.076
NOVEMBER 2014	(00.00.07)T	T(21)			1,250						7	0.015	134.812		1,250				292.750		427.562
DECEMBER 2014	none	(00.00.12)T(2)FL(3)FL-M(29)			1,250		12	5			12	0.025	119.037		1,250			17	277.000		396.037
JANUARY 2015	(00.00.03)T	T(6,7)			1,250						3	0.006	120.280		1,250				278.250		398.530
FEBRUARY 2015	(00.00.09)T	T(20)			1,250						9	0.019	121.512		1,250				279.500		401.012
MARCH 2015	(00.00.06)T	T(5)			1,250						6	0.012	122.750		1,250				280.750		403.500
APRIL 2015	(00.00.01)T(4)FL	T(13)FL(20-22,24)			1,250			4			1	0.002	119.998		1,250				281.000		401.998
MAY 2015	(00.00.44)T(3)SPL		3		1,250						44	0.092	121.156		1,250				283.250		404.406
JUNE 2015	(1)SL(1)FL(00.00.03)	SL(2)FL(1)T(15)			1,250			1			3	0.006	121.400		1,250			1	283.500		404.900
JULY 2015	(00.00.03)T	T(13)			1,250						3	0.006	122.644		1,250				284.750		407.394
AUGUST 2015					1,250						3	0.000	123.894		1,250				286.000		409.894
SEPTEMBER 2015	(00.00.11)T				1,250						11	0.023	125.121		1,250				287.250		412.371
OCTOBER 2015	(7)SL(00.04.16)T	SL(1,2,5,9)T(23,29)			1,250						16	0.533	125.838		1,250			7	281.500		407.338
NOVEMBER 2015	(00.00.05)T				1,250						5	0.010	127.077		1,250				282.750		409.827
DECEMBER 2015	(194)MONE				1,250	98						0.000	30.327		1,250		96		188.000		218.327
JANUARY 2016	NONE				1,250							0.000	31.577		1,250				189.250		220.827
FEBRUARY 2016	NONE				1,250							0.000	32.827		1,250				190.500		223.327
MARCH 2016	(3)SPL	SPL(22,23,28)	3		1,250							0.000	34.077		1,250				191.750		225.827
APRIL 2016	(00.04.02)T(1)FL	T(14,28)FL(29)			1,250			1			4	0.504	33.823		1,250				193.000		226.823
MAY 2016	NONE				1,250							0.000	35.073		1,250				194.250		229.323
JUNE 2016	NONE				1,250							0.000	36.323		1,250				195.500		231.823
JULY 2016	NONE				1,250							0.000	37.573		1,250				196.750		234.323
AUGUST 2016	NONE				1,250							0.000	38.823		1,250				198.000		236.823
SEPTEMBER 2016					1,250							0.000	40.073		1,250				199.250		239.323
OCTOBER 2016	(4)FL(1)VL	FL(10,19,21)VL(3)			1,250			4	1			0.000	36.323		1,250				200.500		239.823
NOVEMBER 2016	NONE				1,250							0.000	37.573		1,250				201.750		239.323
DECEMBER 2016	(00.00.02)T	T(5)			1,250						2	0.004	38.819		1,250				203.000		241.819
JANUARY 2017	(2)VL	VL(30,31)			1,250				2			0.000	38.069		1,250				204.250		242.319
FEBRUARY 2017	(3)VL(1)SPL	VL(1,3)SPL(6)	1		1,250				3			0.000	36.319		1,250				205.500		244.319
MARCH 2017	NONE				1,250							0.000	37.569		1,250				206.750		244.319
APRIL 2017					1,250							0.000	38.819		1,250				208.000		246.819
MAY 2017					1,250							0.000	40.069		1,250				209.250		249.319
JUNE 2017	(2)FL	FL(13,14)			1,250				2			0.000	39.319		1,250				210.500		249.819
JULY 2017	NONE				1,250							0.000	40.569		1,250				211.750		252.319
AUGUST 2017	NONE				1,250							0.000	41.819		1,250				213.000		254.819
SEPTEMBER 2017	NONE				1,250							0.000	43.069		1,250				214.250		257.319
OCTOBER 2017	(2)FL(00.00.01)T	FL(23-24)T(9)			1,250				2			0.002	42.317		1,250				215.500		257.817
NOVEMBER 2017	NONE				1,250							0.000	43.567		1,250				216.750		260.317
DECEMBER 2017	(2)SPL(4)VL(1)FL	FL(9)VL(20-22,27)SPL(28-29)	2		1,250				1	4		0.000	39.817		1,250				218.000		257.817
JANUARY 2018	(2)FL	FL(5,8)			1,250				2			0.000	39.067		1,250				219.250		258.317
FEBRUARY 2018	(1)FL(00.04.00)UT	FL(9)UT(9)			1,250				1			0.500	38.817		1,250				220.500		259.317
MARCH 2018	(1)SPL(2)FL	SPL(9)FL(12-13)	1		1,250				2			0.000	38.067		1,250				221.750		259.817
APRIL 2018	(2)SL(2)SPL(00.01.29)T	SL(6,30)SPL(26-27)T(6)	2		1,250						29	0.185	39.131		1,250				223.000		262.131
MAY 2018	NONE				1,250							0.000	40.381		1,250				224.250		264.631
JUNE 2018	(3)VL	VL(11,13-14)			1,250				3			0.000	38.631		1,250				225.500		266.131
JULY 2018	(1)SL	SL(7)			1,250							0.000	39.881		1,250			1	227.000		268.631
AUGUST 2018	(2)SEL	SEL(17,20)	2		1,250							0.000	41.131		1,250				227.500		270.131
SEPTEMBER 2018	(2)VL(4)SL	VL(10,11)SL(12-14,17)			1,250				2			0.000	40.381		1,250				228.250		268.631
OCTOBER 2018	NONE				1,250							0.000	41.631		1,250				229.500		271.131
NOVEMBER 2018	NONE				1,250							0.000	42.881		1,250				230.750		273.631
DECEMBER 2018	(3)VL	VL(19,21)			1,250				3			0.000	41.131		1,250				231.000		273.131



PERIOD	PARTICULARS	PERIOD	VACATION LEAVE										SICK LEAVE			COMBINED TOTAL					
			SPL/PL	OTHER S	EARNED	MONEY IZATIO N	FL	VL	ABSENCE/ TARDINESS			VALUE	BALANC E	ABSENCE/ UNDER TIME	EARNED		ABSENCE/ UNDER TIME	MONEY IZATIO N	SL	BALANCE	ABSENCE/ UNDER TIME
JANUARY 2019	(1)FL(00.01.27)T	FL(22)T(4)			1.250		1			1	27	0.181	41.200		1.250				233.250		274.450
FEBRUARY 2019	NONE				1.250							0.000	42.450		1.250				234.500		276.950
MARCH 2019	NONE				1.250							0.000	43.700		1.250				235.750		279.450
APRIL 2019	(1)VL	VL(8)			1.250			1				0.000	43.950		1.250				237.000		280.950
MAY 2019	(00.00.03)T	T(14)			1.250						3	0.006	45.194		1.250				238.250		283.444
JUNE 2019	NONE				1.250							0.000	46.444		1.250				239.500		285.944
JULY 2019	NONE				1.250							0.000	47.694		1.250				240.750		288.444
AUGUST 2019	NONE				1.250							0.000	48.944		1.250				242.000		290.944
SEPTEMBER 2019	NONE				1.250							0.000	50.194		1.250				243.250		293.444
OCTOBER 2019	NONE				1.250							0.000	51.444		1.250				244.500		295.944
NOVEMBER 2019	NONE				1.250							0.000	52.694		1.250				245.750		298.444
DECEMBER 2019	(3)VL(30)MONE	VL(23,26,27)			1.250	15		3				0.000	35.944		1.250		15		232.000		267.944
JANUARY 2020	NONE				1.250							0.000	37.194		1.250				233.250		270.444
FEBRUARY 2020	NONE				1.250							0.000	38.444		1.250				234.500		272.944
MARCH 2020	(00.00.02)T	T(6)			1.250						2	0.004	39.690		1.250				235.750		275.440
APRIL 2020	NONE				1.250							0.000	40.940		1.250				237.000		277.940
MAY 2020	NONE				1.250							0.000	42.190		1.250				238.250		280.440
JUNE 2020	NONE				1.250							0.000	43.440		1.250				239.500		282.940
JULY 2020	NONE				1.250							0.000	44.690		1.250				240.750		285.440
AUGUST 2020	NONE				1.250							0.000	45.940		1.250				242.000		287.940
SEPTEMBER 2020	NONE				1.250							0.000	47.190		1.250				243.250		290.440
OCTOBER 2020	NONE				1.250							0.000	48.440		1.250				244.500		292.940
NOVEMBER 2020	NONE				1.250							0.000	49.690		1.250				245.750		295.440
DECEMBER 2020	(5)FL,M(5)MONE(00.00.06)T	T(14)			1.250	5	5				14	0.029	40.911		1.250				247.000		297.911
JANUARY 2021	NONE				1.250							0.000	42.161		1.250				248.250		299.411
FEBRUARY 2021	NONE				1.250							0.000	43.411		1.250				249.500		292.911
MARCH 2021	NONE				1.250							0.000	44.661		1.250				250.750		295.411
APRIL 2021	(00.01.00)T	T(14)			1.250							0.000	45.911		1.250				252.000		297.911
MAY 2021	NONE				1.250							0.000	47.161		1.250				253.250		300.411
JUNE 2021	(00.00.06)T	T(17,28)			1.250						6	0.012	48.399		1.250				254.500		302.899
JULY 2021	(00.02.18)T	T(21,26)			1.250						2	0.287	49.363		1.250				255.750		305.113
AUGUST 2021	NONE				1.250							0.000	50.613		1.250				257.000		307.613
SEPTEMBER 2021	(00.00.54)T	T(9,13)			1.250						54	0.112	51.751		1.250				258.250		310.001
OCTOBER 2021	NONE				1.250							0.000	53.001		1.250				259.500		312.501
NOVEMBER 2021	NONE				1.250							0.000	54.251		1.250				260.750		315.001
DECEMBER 2021	(4)FL	FL(20,23)			1.250		5					0.000	50.501		1.250				262.000		312.501
JANUARY 2022	NONE				1.250							0.000	51.751		1.250				263.250		315.001
FEBRUARY 2022	NONE				1.250							0.000	53.001		1.250				264.500		317.501
MARCH 2022	(2)SPL(5)FL	SPL(1,28) FL(14-15,21-22,24)	2		1.250			5				0.000	49.251		1.250				265.750		315.001
APRIL 2022	(1)SPL(1)VL	SPL(11) VL(12)	1		1.250				1			0.000	49.501		1.250				267.000		316.501
MAY 2022	(1)SL	SL(2)			1.250							0.000	50.751		1.250			1	267.250		318.001
JUNE 2022	(4)SL(00.00.19)T	SL(20,23) T(9,27)			1.250						19	0.040	51.961		1.250			4	264.500		316.462
JULY 2022	(2)SL	SL(4-7)			1.250							0.000	53.211		1.250			4	261.750		314.962
AUGUST 2022	(2)SL	SL(8-9)			1.250							0.000	54.461		1.250			2	261.000		315.462
SEPTEMBER 2022	NONE				1.250							0.000	55.711		1.250				262.250		317.962
OCTOBER 2022	NONE				1.250							0.000	56.961		1.250				263.500		320.462
NOVEMBER 2022	(1)SL(00.04.15)T	SL(14) T(21-22)			1.250					4	15	0.531	57.680		1.250			1	263.750		321.430
DECEMBER 2022	NONE				0.958							0.000	58.658		0.958				264.708		323.346

CERTIFICATION

as of December 23, 2022

This is to certify to the correctness of the leave credits of the herein employee and serve as a permanent record.

Checked/Verified/Attested by:

VON BRUNA S. CAUSA PIN

Personnel Officer  
Member, Internal Audit Committee

ABER R. FRANCISCO

Chief Administrative Officer  
Chair, Internal Audit Committee

Affirmed/Concurred by:

CAPTAN, VICTORIO P.

Employee





Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Mamburao, Occidental Mindoro

## **CERTIFICATION OF LEAVE CREDITS**

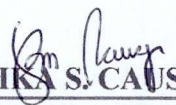
**To Whom It May Concern:**

This is to certify that based on record of this Office, **SUPERVISING ECOMS**  
**VICTORIO P. CAPITAN** has the following accumulated leave credits  
as of **December 23, 2022** computed as follows:

Vacation Leave .....	58.638 days
Sick Leave .....	264.708 days
Total .....	<b>323.346 days</b>

Issued this **January 30, 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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Mamburao, Occidental Mindoro

## **CERTIFICATION OF LEAVE CREDITS**

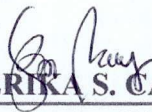
**To Whom It May Concern:**

This is to certify that based on record of this Office, **SUPERVISING ECOMS**  
**VICTORIO P. CAPITAN** has the following accumulated leave credits  
as of **December 23, 2022** computed as follows:

Vacation Leave .....	58.638 days
Sick Leave .....	264.708 days
Total .....	<b>323.346 days</b>

Issued this **January 30, 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



REPUBLIC OF THE PHILIPPINES  
GOVERNMENT SERVICE INSURANCE SYSTEM  
MAMBURAO SATELLITE OFFICE

RIZAL ST., BRGY 1, MAMBURAO, OCC MINDORO 5106

01/19/2023

MR./MS. VICTORIO P. CAPITAN  
0111 PADRE BURGOS STREET BRGY POBLACION II SAN JOSE MINDORO04B PH  
RETIREMENT NO.: RA 8291R0207999009  
REF CLAIM NO. : RA 8291R0207999009022100230119  
BP NUMBER : 2000901299

SIR/MADAM:

PLEASE BE INFORMED THAT YOUR APPLICATION FOR RETIREMENT UNDER RA 8291, EFFECTIVE 12/24/2022 AT AGE 65.00 YRS. HAS BEEN APPROVED BY THIS OFFICE. THIS APPROVAL WILL ALSO SERVE AS CLEARANCE FROM GSIS FOR PAYMENT OF YOUR TERMINAL LEAVE AND OTHER BENEFITS PAYABLE BY YOUR EMPLOYER.

THE BENEFIT TO WHICH YOU ARE ENTITLED IS STATED BELOW:

5YR LUMP SUM PLUS PENSION AFTER 5 YRS IF LIVING.

THIS ALSO SERVES AS A CERTIFICATION FOR PURPOSES OF AVAILING PHILHEALTH BENEFITS UNDER REPUBLIC ACT NO. 7875. DATED FEB 14, 1995. THOSE RETIREES UNDER R.A. 660. R.A. 1616. P.D. 1146 AND P.D. 1184 SHOULD BE 60 YEARS OF AGE UPON AVAILMENT OF BENEFITS.  
VERY TRULY YOURS,

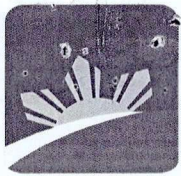
  
LEVI S. OLIVAR, JR.  
MANAGER

COPY FURNISHED:

THE ADMINISTRATIVE OFFICER  
DENR, PENRO MAMBURAO

THE REGIONAL DIRECTOR  
CIVIL SERVICE COMMISSION  
QUEZON CITY





**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN  
(GOVERNMENT SERVICE INSURANCE SYSTEM)  
BATANGAS BRANCH OFFICE**  
Brgy. Alangilan, Batangas City

Dear Mr. Victorio P. Capitan,

**Congratulations on your retirement!**

Your dedicated service in the government has earned you a package of GSIS benefits and privileges that you can enjoy now and in the future.

These include the following:

1. **Cash Surrender Value.** This is the amount of money that you, as a policyholder, will receive for the termination of your GSIS life insurance policy before its maturity. Like your retirement benefit, the proceeds are credited to your e Card account.
2. **Monthly Pension**
  - If you chose the 18-month cash-payment retirement option, you have to enroll for the pensioner's e Card to enable us to start crediting your monthly pension. GSIS pension is credited on the eight day of every month in the pensioner's e Card or UMID card.
  - If you availed of the five-year lump sum retirement option, you need to apply for resumption of pension one month before the end of five years from date of retirement to start enjoying your monthly pension.

3. **Pension Loan**

Old-age pensioners may apply for this loan through the GSIS Wireless Automated Processing System (GWAPS) kiosk. The loan proceeds may also be withdrawn from any ATM using your eCard or UMID card.

The amount you may borrow will depend on your age. The loan is payable in two years and may be renewed after it has been paid in full. Since it is covered by a loan redemption insurance, the balance will be deemed fully paid in the event of your demise.

4. **Christmas cash gift and pension increase**

These benefits are granted to all old-age and disability pensioners with at least 15 years of service.

If you retired with an 18-month cash payment and immediate pension, you will enjoy the Christmas cash gift and pension increase five years after receiving your pension.

If you retired with a five-year lumpsum, you will be entitled to these benefits five years from the date of your retirement.

5. **Funeral and Survivorship Benefits and the subsequent transfer of monthly pension to your surviving legal spouse (50% of your pension) and minor/incapacitated children (10% of your pension).**

Please keep in mind that because these benefits have a prescriptive period, application should be submitted within four years from the pensioner's demise.



## 6. Pensioner's conferences

Form new friendships and renew old ones by attending pensioner's conferences, which are usually held in May (during GSIS's anniversary) and December.

If you have plans of staying abroad after your retirement, you will continue to receive your pension by communicating with us through [pensionglobal@gsis.gov.ph](mailto:pensionglobal@gsis.gov.ph),

For queries or concerns, visit our Pensioner's Lounge in any GSIS branch office from 8 a.m. to 5 p.m. Mondays to Fridays. You may also email us at [gsiscares@gsis.gov.ph](mailto:gsiscares@gsis.gov.ph), visit our website ([www.gsis.gov.ph](http://www.gsis.gov.ph)) or call our 24/7 Contact Center at the following numbers :

- Landline ( Metro Manila) : (02)847-4747
- For Globe or TM users

(Free for both Globe landline and mobile phone as long as with P8.00 load)

- : 1-800-8-847-4747
- For Smart, Sun, or Talk 'N Text users  
(Flat rate of P8.00 per call from mobile phone)

: 1-800-10-847-4747

Please feel free to relay to us your concerns any time. We assure you that we will always be here to serve you. After all, providing responsive service to all our members- whether active or retired-remains our outmost commitment.

We wish you an enjoyable and fulfilling life ahead.

Sincerely,



LEVI S. OLIVAR, JR.  
Branch Manager

\*If you opted to retire under RA 1616, the only "take-all and no-pension" retirement law, your agency will pay your retirement gratuity, while the GSIS will refund your retirement premiums(personal share with interest and government share without interest)and pay your cash surrender value. Eventually, your survivor will be entitled only to funeral benefit if you are at least 60 years old and have rendered at least 20 years of service upon retirement.



02/28/2023

GOVERNMENT SERVICE INSURANCE SYSTEM  
MAMBURAO SATELLITE OFFICE  
RIZAL ST., BRGY 1, MAMBURAO, OCC MINDORO 5106  
RETIREMENT BENEFIT VOUCHER

BP NUMBER : 2000901299	RET NO. : RA 8291R0207999009
VICTORIO P. CAPITAN	REF CLAIM ID : RA 8291R0207999009022100230119
0111 PADRE BURGOS STREET BRGY POBLACION	DATE OF RETIREMENT : 12/24/2022
II SAN JOSE MINDORO OCCIDENTAL 5100	POLICY NO. : CM00000661823
LAST EMPLOYER: DENR, PENRO MAMBURAO	PERIODS W/ PAID PREMIUMS : 42.94183998
MAMBURAO OCCIDENTAL MINDORO 5106 04B PH	

FOR THE PAYMENT OF: RA - 8291 5YR LS PLUS PENSION AFTER 5 YRS  
AGE : 65.00  
5YR LUMP SUM FROM 12/24/2022 TO 12/23/2027 AT 62,786.58 3,767,194.80

ADD:

LESS:

CNL 168,054.69

TOTAL DEDUCTION	168,054.69
NET PROCEEDS	3,599,140.11

NOTE: MONTHLY PENSION IN THE AMT OF P 62,786.58 TO RESUME ON 12/24/2027 IF LIVING.

PROCEEDS CREDITED TO:

NAME: VICTORIO P CAPITAN	PRN: 230000593940	3,599,140.11
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CERTIFIED CORRECT:

MARIEL C. ACLAN  
OFFICER I/II

APPROVED FOR PAYMENT:

LEVI S. OLIVAR, JR.  
MANAGER

POST-AUDITED AND ALLOWED IN THE AMOUNT OF P 3,599,140.11  
PRN: 230000593940 DATE: 01/27/2023

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AUDITOR'S REPRESENTATIVE

-----  
AUDITOR



**GOVERNMENT SERVICE INSURANCE SYSTEM**  
**MAMBURAO**  
**RETIREMENT BENEFIT VOUCHER - BREAKDOWN OF CREDITS & DEDUCTIONS**

<b>NAME</b> : VICTORIO P. CAPITAN <b>ADDRESS</b> : 0111 PADRE BURGOS STREET BRGY POBLACION II SAN JOSE MINDORO04B PH	<b>BP NO.</b> : 2000901299 <b>ID NO.</b> : 57122300252 <b>RET DATE</b> : 12/24/2022 <b>RET NO.</b> : RA 8291R0207999009
--	--

DESCRIPTION		CREDIT	DEDUCTION	BALANCE
	SURCHARGE		0.00	
	RI BENEFIT			
	RI PREMIUM REFUND	0.00		
	RI BALANCE	0.00	0.00	
PRD	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
MPL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
CPL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
GEL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
OTHER CREDITS 1		0.00		0.00
OTHER CREDITS 2		0.00		0.00
OTHER DEBITS 1			0.00	0.00
OTHER DEBITS 2			0.00	0.00
<b>T O T A L S</b>		0.00	168,054.69	168,054.69



**GOVERNMENT SERVICE INSURANCE SYSTEM**  
**MAMBURAO**  
**RETIREMENT BENEFIT VOUCHER - BREAKDOWN OF CREDITS & DEDUCTIONS**

<b>NAME</b> : VICTORIO P. CAPITAN <b>ADDRESS</b> : 0111 PADRE BURGOS STREET BRGY POBLACION II SAN JOSE MINDORO04B PH	<b>BP NO.</b> : 2000901299 <b>ID NO.</b> : 57122300252 <b>RET DATE</b> : 12/24/2022 <b>RET NO.</b> : RA 8291R0207999009
--	--

DESCRIPTION		CREDIT	DEDUCTION	BALANCE
PREMS	: PS PREMIUMS	0.00		
	GS PREMIUMS	0.00		
	INTEREST ON PREMIUMS	0.00		
	EXCESS PREMIUMS (PS)	0.00		
	EXCESS PREMIUMS (GS)	0.00		
ELA	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	INTEREST CREDIT	0.00		
	ELARI BENEFIT	0.00		
	ELARI PREMIUM REFUND	0.00		
	ELARI BALANCE		0.00	
EL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	INTEREST CREDIT	0.00		
	ELRI BENEFIT	0.00		
	ELRI PREMIUM REFUND	0.00		
	ELRI BALANCE		0.00	
SL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	INTEREST CREDIT	0.00		
	SLRI BENEFIT	0.00		
	SLRI PREMIUM REFUND	0.00		
	SLRI BALANCE		0.00	
SOS/CNL	: EXCESS PYMT/BALANCE	0.00	157,147.55	168,054.69-
	INTEREST		9,880.24	
	SURCHARGE		0.00	
	SOS/CONSO RI BENEFIT	0.00		
	SOS/CONSO PREMIUM REFUND	0.00		
	ACCRUED INTEREST		0.00	
	CURRENT INTEREST		0.00	
	SOS/CONSO RI BALANCE		1,026.90	
CA/ECAP	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	INTEREST DISCOUNT	0.00		
	CARI BENEFIT	0.00		
	CARI PREMIUM REFUND	0.00		
	CA RI BALANCE		0.00	
REL/LCH	: ARREARS	0.00		0.00
EAL	: BALANCE		0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	EAL RI BALANCE	0.00		
	EAL RI BALANCE		0.00	
HLP	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST	0.00	0.00	
	SURCHARGE		0.00	
	RI BENEFIT			
	RI PREMIUM REFUND			
	RI BALANCE		0.00	
PEN	: EXCESS PYMT/BALANCE		0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
PEL	: EXCESS PYMT/BALANCE		0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
GFL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	



REPUBLIC OF THE PHILIPPINES  
GOVERNMENT SERVICE INSURANCE SYSTEM  
MAMBURAO SATELLITE OFFICE  
RIZAL ST., BRGY 1, MAMBURAO, OCC MINDORO 5106

01/19/2023

MR./MS. VICTORIO P. CAPITAN  
0111 PADRE BURGOS STREET BRGY POBLACION II SAN JOSE MINDORO04B PH  
RETIREMENT NO.: RA 8291R0207999009  
REF CLAIM NO. : RA 8291R0207999009022100230119  
BP NUMBER : 2000901299

SIR/MADAM:

PLEASE BE INFORMED THAT YOUR APPLICATION FOR RETIREMENT UNDER RA 8291, EFFECTIVE 12/24/2022 AT AGE 65.00 YRS. HAS BEEN APPROVED BY THIS OFFICE. THIS APPROVAL WILL ALSO SERVE AS CLEARANCE FROM GSIS FOR PAYMENT OF YOUR TERMINAL LEAVE AND OTHER BENEFITS PAYABLE BY YOUR EMPLOYER.

THE BENEFIT TO WHICH YOU ARE ENTITLED IS STATED BELOW:

5YR LUMP SUM PLUS PENSION AFTER 5 YRS IF LIVING.

THIS ALSO SERVES AS A CERTIFICATION FOR PURPOSES OF AVAILING PHILHEALTH BENEFITS UNDER REPUBLIC ACT NO. 7875. DATED FEB 14, 1995. THOSE RETIREES UNDER R.A. 660. R.A. 1616. P.D 1146 AND P.D. 1184 SHOULD BE 60 YEARS OF AGE UPON AVAILMENT OF BENEFITS.  
VERY TRULY YOURS,

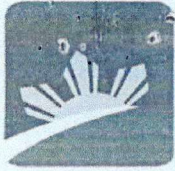
  
LEVI S. OLIVAR, JR.  
MANAGER

COPY FURNISHED:

THE ADMINISTRATIVE OFFICER  
DENR, PENRO MAMBURAO

THE REGIONAL DIRECTOR  
CIVIL SERVICE COMMISSION  
QUEZON CITY





**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN  
(GOVERNMENT SERVICE INSURANCE SYSTEM)  
BATANGAS BRANCH OFFICE  
Brgy. Alangilan, Batangas City**

Dear Mr. Victorio P. Capitan,

**Congratulations on your retirement!**

Your dedicated service in the government has earned you a package of GSIS benefits and privileges that you can enjoy now and in the future.

These include the following:

1. **Cash Surrender Value.** This is the amount of money that you, as a policyholder, will receive for the termination of your GSIS life insurance policy before its maturity. Like your retirement benefit, the proceeds are credited to your e Card account.
2. **Monthly Pension**
  - If you chose the 18-month cash-payment retirement option, you have to enroll for the pensioner's e Card to enable us to start crediting your monthly pension. GSIS pension is credited on the eight day of every month in the pensioner's e Card or UMID card.
  - If you availed of the five-year lump sum retirement option, you need to apply for resumption of pension one month before the end of five years from date of retirement to start enjoying your monthly pension.
3. **Pension Loan**

Old-age pensioners may apply for this loan through the GSIS Wireless Automated Processing System (GWAPS) kiosk. The loan proceeds may also be withdrawn from any ATM using your eCard or UMID card.

The amount you may borrow will depend on your age. The loan is payable in two years and may be renewed after it has been paid in full. Since it is covered by a loan redemption insurance, the balance will be deemed fully paid in the event of your demise.
4. **Christmas cash gift and pension increase**

These benefits are granted to all old-age and disability pensioners with at least 15 years of service.

If you retired with an 18-month cash payment and immediate pension, you will enjoy the Christmas cash gift and pension increase five years after receiving your pension.

If you retired with a five-year lumpsum, you will be entitled to these benefits five years from the date of your retirement.
5. **Funeral and Survivorship Benefits and the subsequent transfer of monthly pension to your surviving legal spouse (50% of your pension) and minor/incapacitated children (10% of your pension).**

Please keep in mind that because these benefits have a prescriptive period, application should be submitted within four years from the pensioner's demise.



## 6. Pensioner's conferences

Form new friendships and renew old ones by attending pensioner's conferences, which are usually held in May (during GSIS's anniversary) and December.

If you have plans of staying abroad after your retirement, you will continue to receive your pension by communicating with us through [pensionglobal@gsis.gov.ph](mailto:pensionglobal@gsis.gov.ph),

For queries or concerns, visit our Pensioner's Lounge in any GSIS branch office from 8 a.m. to 5 p.m. Mondays to Fridays. You may also email us at [gsiscares@gsis.gov.ph](mailto:gsiscares@gsis.gov.ph), visit our website ([www.gsis.gov.ph](http://www.gsis.gov.ph)) or call our 24/7 Contact Center at the following numbers :

- Landline ( Metro Manila) : (02)847-4747
- For Globe or TM users

(Free for both Globe landline and mobile phone as long as with P8.00 load)

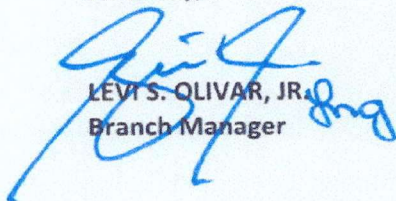
- : 1-800-8-847-4747
- For Smart, Sun, or Talk 'N Text users  
(Flat rate of P8.00 per call from mobile phone)

: 1-800-10-847-4747

Please feel free to relay to us your concerns any time. We assure you that we will always be here to serve you. After all, providing responsive service to all our members- whether active or retired-remains our outmost commitment.

We wish you an enjoyable and fulfilling life ahead.

Sincerely,

  
LEVI S. OLIVAR, JR.  
Branch Manager

\*If you opted to retire under RA 1616, the only "take-all and no-pension" retirement law, your agency will pay your retirement gratuity, while the GSIS will refund your retirement premiums(personal share with interest and government share without interest)and pay your cash surrender value. Eventually, your survivor will be entitled only to funeral benefit if you are at least 60 years old and have rendered at least 20 years of service upon retirement.



02/26/2023

GOVERNMENT SERVICE INSURANCE SYSTEM  
MAMBURAO SATELLITE OFFICE  
RIZAL ST., BRGY 1, MAMBURAO, OCC MINDORO 5106  
RETIREMENT BENEFIT VOUCHER

BP NUMBER : 2000901299	RET NO. : RA 8291R0207999009
VICTORIO P. CAPITAN	REF CLAIM ID : RA 8291R0207999009022100230119
0111 PADRE BURGOS STREET BRGY POBLACION	DATE OF RETIREMENT : 12/24/2022
II SAN JOSE MINDORO OCCIDENTAL 5100	POLICY NO. : CM00000661823
LAST EMPLOYER: DENR, PENRO MAMBURAO	PERIODS W/ PAID PREMIUMS : 42.94183998
MAMBURAO OCCIDENTAL MINDORO 5106 04B PH	

FOR THE PAYMENT OF: RA - 8291 5YR LS PLUS PENSION AFTER 5 YRS

AGE : 65.00

5YR LUMP SUM FROM

12/24/2022 TO 12/23/2027 AT 62,786.58

3,767,194.80

ADD:

LESS:

CNL

168,054.69

TOTAL DEDUCTION

168,054.69

NET PROCEEDS

3,599,140.11

NOTE: MONTHLY PENSION IN THE AMT OF P 62,786.58 TO RESUME ON 12/24/2027 IF LIVING.

PROCEEDS CREDITED TO:

NAME: VICTORIO P CAPITAN

PRN: 230000593940

3,599,140.11

CERTIFIED CORRECT:

MARIEL C. ACLAN  
OFFICER I/II

APPROVED FOR PAYMENT:

LEVI S. OLIVAR, JR.  
MANAGER

POST-AUDITED AND ALLOWED IN THE AMOUNT OF P 3,599,140.11  
PRN: 230000593940 DATE: 01/27/2023

AUDITOR'S REPRESENTATIVE

AUDITOR



## GOVERNMENT SERVICE INSURANCE SYSTEM

MAMBURAO

## RETIREMENT BENEFIT VOUCHER - BREAKDOWN OF CREDITS &amp; DEDUCTIONS

NAME : VICTORIO P. CAPITAN BP NO. : 2000901299  
 ADDRESS : 0111 PADRE BURGOS STREET BRGY POBLACION II ID NO. : 57122300252  
 SAN JOSE MINDORO04B PH RET DATE : 12/24/2022  
 RET NO. : RA 8291R0207999009

DESCRIPTION		CREDIT	DEDUCTION	BALANCE
	SURCHARGE		0.00	
	RI BENEFIT			
	RI PREMIUM REFUND	0.00		
	RI BALANCE	0.00		
PRD	:			
	EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
MPL	:			
	EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
CPL	:			
	EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
GEL	:			
	EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
	OTHER CREDITS 1	0.00		0.00
	OTHER CREDITS 2	0.00		0.00
	OTHER DEBITS 1		0.00	0.00
	OTHER DEBITS 2		0.00	0.00
T O T A L S		0.00	168,054.69	168,054.69



## GOVERNMENT SERVICE INSURANCE SYSTEM

MAMBURAO

## RETIREMENT BENEFIT VOUCHER - BREAKDOWN OF CREDITS &amp; DEDUCTIONS

NAME : VICTORIO P. CAPITAN BP NO. : 2000901299  
 ADDRESS : 0111 PADRE BURGOS STREET BRGY POBLACION II ID NO. : 57122300252  
 SAN JOSE MINDORO04B PH RET DATE : 12/24/2022  
 RET NO. : RA 8291R0207999009

DESCRIPTION		CREDIT	DEDUCTION	BALANCE
PREMS	: PS PREMIUMS	0.00		
	GS PREMIUMS	0.00		
	INTEREST ON PREMIUMS	0.00		
	EXCESS PREMIUMS (PS)	0.00		
	EXCESS PREMIUMS (GS)	0.00		
ELA	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	INTEREST CREDIT	0.00		
	ELARI BENEFIT	0.00		
	ELARI PREMIUM REFUND	0.00		
	ELARI BALANCE		0.00	
EL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	INTEREST CREDIT	0.00		
	ELRI BENEFIT	0.00		
	ELRI PREMIUM REFUND	0.00		
	ELRI BALANCE		0.00	
SL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	INTEREST CREDIT	0.00		
	SLRI BENEFIT	0.00		
	SLRI PREMIUM REFUND	0.00		
	SLRI BALANCE		0.00	
SOS/CNL	: EXCESS PYMT/BALANCE	0.00	157,147.55	168,054.69-
	INTEREST		9,880.24	
	SURCHARGE		0.00	
	SOS/CONSO RI BENEFIT	0.00		
	SOS/CONSO PREMIUM REFUND	0.00		
	ACCRUED INTEREST		0.00	
	CURRENT INTEREST		0.00	
	SOS/CONSO RI BALANCE		1,026.90	
CA/ECAP	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	INTEREST DISCOUNT	0.00		
	CARI BENEFIT	0.00		
	CARI PREMIUM REFUND	0.00		
	CA RI BALANCE		0.00	
REL/LCH	: ARREARS	0.00		0.00
EAL	: BALANCE		0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	EAL RI BALANCE	0.00		
	EAL RI BALANCE		0.00	
HLP	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST	0.00	0.00	
	SURCHARGE		0.00	
	RI BENEFIT		0.00	
	RI PREMIUM REFUND		0.00	
	RI BALANCE		0.00	
PEN	: EXCESS PYMT/BALANCE		0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
PEL	: EXCESS PYMT/BALANCE		0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
GFL	: EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	



Republic of the Philippines )  
City/Mun. of \_\_\_\_\_) S.S.  
X-----X

# AFFIDAVIT

**I, VICTORIO P. CAPITAN**, of legal age, married, Filipino citizen, and presently residing at Poblacion 2, San Jose, Occidental Mindoro, after having been duly sworn to in accordance with law, do hereby depose and say:

1. That I was formerly employed as Supervising Ecosystems Management Specialist in the DENR PENRO Occidental Mindoro with office located at Brgy. Payompon, Mamburao, Occidental Mindoro;
2. That I already availed my compulsory retirement last December 23, 2022;
3. That such being the case, I am willing to avail my terminal leave benefits pursuant to COA Circular No. 2012-001;
4. That as one of the requirements of the aforesaid circular, I hereby affirmed and confirmed there was no ANTI-GRAFT AND CORRUPT PRACTICES ACT under RA No. 3019 and there was no pending case/charged (civil, administrative and criminal) filed against me at any office, department, agency, court body or tribunal;
4. That I am executing this affidavit to attest to the truth of the foregoing facts.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_,

**VICTORIO P.CAPITAN**  
Affiant  
(OSCA ID No. 5100-002-022)  
Date issued on Dec. 27, 2017

**SUBSCRIBED AND SWORN** to before me this 9<sup>th</sup> day of February 2023 in \_\_\_\_\_, Philippines, affiant exhibiting to me his/her competent evidence of identity by way of \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc No. : 4  
Page No.: 2  
Book No.: 1  
Series of 2023

Notary Public  
ATTY. SANCHEZ C. NIEDE  
NOTARY PUBLIC  
COUNTY OF CALIFORNIA  
IN AND FOR THE COUNTY OF SAN JOSE  
ROLL NO. 76087  
PTR NO. 25X1559/I-6-23/OCC. MINDORO  
MCLE COMPLIANCE VII EXEMPTED  
SIGNED ROLL MAY 4, 2022  
SAN JOSE, OCCIDENTAL MINDORO



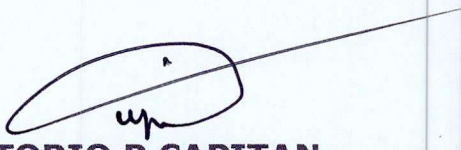
Republic of the Philippines )  
City/Mun. of \_\_\_\_\_) S.S.  
X-----X

### AFFIDAVIT

**I, VICTORIO P. CAPITAN**, of legal age, married, Filipino citizen, and presently residing at Poblacion 2, San Jose, Occidental Mindoro, after having been duly sworn to in accordance with law, do hereby depose and say:


1. That I was formerly employed as Supervising Ecosystems Management Specialist in the DENR PENRO Occidental Mindoro with office located at Brgy. Payompon, Mamburao, Occidental Mindoro;
2. That I already availed my compulsory retirement last December 23, 2022;
3. That such being the case, I am willing to avail my terminal leave benefits pursuant to COA Circular No. 2012-001;
4. That as one of the requirements of the aforesaid circular, I hereby affirmed and confirmed there was no ANTI-GRAFT AND CORRUPT PRACTICES ACT under RA No. 3019 and there was no pending case/charged (civil, administrative and criminal) filed against me at any office, department, agency, court body or tribunal;
4. That I am executing this affidavit to attest to the truth of the foregoing facts.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_.

  
**VICTORIO P. CAPITAN**  
Affiant  
(OSCA ID No. 5100-002-022)  
Date issued on Dec. 27, 2017

**SUBSCRIBED AND SWORN** to before me this 9<sup>th</sup> day of February 2023 in \_\_\_\_\_, Philippines, affiant exhibiting to me his/her competent evidence of identity by way of \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc No. : 8  
Page No.: 2  
Book No.: 1  
Series of 2023

Notary Public   
**ATTY. SANCHE C. NIETO**  
NOTARY PUBLIC  
COMMISSION EXPIRES ON DECEMBER 31, 2024  
IBP NO. 207241/MAY 2022/PASIG CITY  
ROLL NO. 75087  
PTR NO. 3521559/I-6-23/OCC. MINDORO  
MCLE COMPLIANCE VII EXEMPTED  
SIGNED ROLL MAY 4, 2022  
SAN JOSE, OCCIDENTAL MINDORO



Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region  
Mamburao, Occidental Mindoro

**NOTICE OF SALARY ADJUSTMENT**

Date: February 09, 2022

Mr. CAPITAN, VICTORIO P.

PENRO Occidental Mindoro

Mamburao, Occidental Mindoro

Sir:

Pursuant to National Budget Circular (NBC) No. 588 dated January 03, 2022, implementing Executive Order No. 201, Series of 2016, your salary is hereby adjusted as follows:

- |  |                    |
|--|--------------------|
| 1. Adjusted monthly basic salary under <u>2022</u> Salary Schedule<br>SG <u>22</u> , Step <u>3</u> | P <u>72,113.00</u> |
| 2. Actual monthly basic salary as of <u>December 31, 2021</u> ;<br>SG <u>22</u> , Step <u>3</u>    | P <u>70,565.00</u> |
| 3. Monthly salary adjustment effective <u>January 01, 2022</u> (1 - 2)                             | P <u>1,548.00</u>  |

It is understood that this salary adjustment is subject to review and post-audit and to appropriate re-adjustment and refund if found not in order.

Recommending Approval:

Very truly yours,

  
ABE R. FRANCISCO

Chief Administrative Officer /  
Chief, Management Services Division

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for  
Management Service

Position Title: SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST

Salary Grade: 22

Item No.: FY Personnel Services Itemization

and/or Plantilla of Personnel: OSEC - DENRB - SVEMS - 73 - 2014



Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region  
Mamburao, Occidental Mindoro

**NOTICE OF SALARY ADJUSTMENT**

Date: February 09, 2022

Mr. CAPITAN, VICTORIO P.  
PENRO Occidental Mindoro  
Mamburao, Occidental Mindoro

Sir:

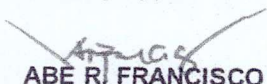
Pursuant to National Budget Circular (NBC) No. 588 dated January 03, 2022, implementing Executive Order No. 201, Series of 2016, your salary is hereby adjusted as follows:

- |  |                    |
|--|--------------------|
| 1. Adjusted monthly basic salary under <u>2022</u> Salary Schedule<br>SG <u>22</u> , Step <u>3</u> | P <u>72,113.00</u> |
| 2. Actual monthly basic salary as of <u>December 31, 2021</u> ;<br>SG <u>22</u> , Step <u>3</u>    | P <u>70,565.00</u> |
| 3. Monthly salary adjustment effective <u>January 01, 2022</u> (1 - 2)                             | P <u>1,548.00</u>  |

It is understood that this salary adjustment is subject to review and post-audit and to appropriate re-adjustment and refund if found not in order.

Recommending Approval:

Very truly yours,

  
ABE R. FRANCISCO

Chief Administrative Officer /  
Chief, Management Services Division

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for  
Management Service

Position Title: SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST

Salary Grade: 22

Item No.: FY Personnel Services Itemization

and/or Plantilla of Personnel: OSEC - DENRB - SVEMS - 73 - 2014



SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORKH

As of December 23, 2022  
(Required by R.A. No. 6713)

(Note: Husband and Wife who are both public officials or employees may file the required statements jointly or separately)  
☐ Jointly filed ☒ Separately Filed ☐ Not Applicable

Declarant:	CAPITAN	VICTORIO	P.	Position:	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST
	Family Name	First Name	M.I.	Agency/Office:	DENR - PENRO OCCIDENTAL MINDORO
Address:	0111 PADRE BURGOS STREET, BRGY. II, POBLACION,			Office Address:	SO. PAG-ASA, BRGY. PAYOMPON,
	SAN JOSE, OCCIDENTAL MINDORO				MAMBURAO, OCCIDENTAL MINDORO
Spouse:	CAPITAN	MARIA PAZ	C.	Position	RECORDS OFFICER I
	Family Name	First Name	M.I.	Agency/Office:	DENR - CENRO SAN JOSE
				Office Address:	NATIONAL HIGHWAY, BRGY. LABANGAN,
					SAN JOSE, OCCIDENTAL MINDORO

UNMARRIED CHILDREN BELOW 18 YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

Name	Date of Birth	Age
1. N/A	N/A	N/A

ASSETS, LIABILITIES AND NETWORKH

(including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvement)	KIND (e.g. residential, commercial, industrial, agricultural)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(as found in the Tax Declaration of Real Property)		Year	Mode	
HOUSE IMPROVEMENT	RESIDENTIAL	0111 PADRE BURGOS STREET, BRGY. II, POBLACION, SAN JOSE, OCCIDENTAL MINDORO	24,930.00	249,318.00	1990	PURCHASED	60,000.00
LOT	RESIDENTIAL	BRGY. CAMBURAY, SAN JOSE, OCCIDENTAL MINDORO	6,840.00	34,210.00	1990	TRANSFER CERTIFICATE OF TITLE	13,000.00

Sub-total: P 73,000.00

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/ AMOUNT
JEWELRIES (Diamond Ring, Saudi Gold Ring and Necklace)	2009 - 2019	120,000.00
MOTOR BIKES (HONDA CLICK) 315 VJH	2021	80,600.00
VIVO CELLPHONE	2020	7,500.00
MOTOR BIKE (SUZUKI SMASH) NO PLATE AVAILABLE	2016	54,000.00
UTILITY VEHICLE (ISUZU SPORTVOX MT) NBL - 4294	2017	1,566,900.00
CASH IN BANK	as of December 23, 2022	100,133.63
CASH ON HAND	as of December 23, 2022	5,000.00
APPLIANCES (TV, Computer, Karaoke)	2012 - 2019	60,000.00
CENRO MAMBURAO MULTI PURPOSE COOP CBU	as of December 23, 2022	105,000.00

Sub-total: P 2,099,133.63

Total Assets (a+b): P 2,172,133.63



SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORK

As of December 23, 2022  
(Required by R.A. No. 6713)

(Note: Husband and Wife who are both public officials or employees may file the required statements jointly or separately)  
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	SAN JOSE, OCCIDENTAL MINDORO				MAMBURAO, OCCIDENTAL MINDORO
Spouse:	CAPITAN	MARIA PAZ	C.	Position	RECORDS OFFICER I
	Family Name	First Name	M.I.	Agency/Office:	DENR - CENRO SAN JOSE
				Office Address:	NATIONAL HIGHWAY, BRGY. LABANGAN,
					SAN JOSE, OCCIDENTAL MINDORO

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Sub-total: P 2,099,133.63

Total Assets (a+b): P 2,172,133.63





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

**CERTIFICATION**

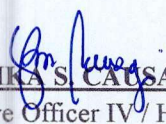
To whom it may concern:

This is to certify that the last salary received by **SUPERVISING ECOCYSTEM MANAGEMENT SPECIALIST VICTORIO P. CAPITAN** from this office are the following:

**DECEMBER 1-23, 2022**

Actual Salary.....	<b>P</b>	55,723.68
PERA.....		1,545.45
Gross Salary.....	<b>P</b>	<u><b>57,269.13</b></u>
<b>LESS : DEDUCTIONS:</b>		
Life and Retirement.....	<b>P</b>	-
PAG-IBIG Cont.....		-
PhilHealth.....		-
Total Deductions.....	<b>P</b>	<u><b>-</b></u>
Net Salary.....	<b>P</b>	<u><u><b>57,269.13</b></u></u>

Issued this 30th day of January 2023, upon the request of Mr. Capitan for whatever legal purpose it may serve.

  
**VON ERIKA S. CAUSAPIN**  
Administrative Officer IV / HRMO II

Brgy. Payompon Mamburao, Occidental Mindoro  
Email address: msd\_occmndo@yahoo.com  
Telephone number : 043-458-1103





**CERTIFICATION**

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Issued this 30th day of January 2023, upon the request of Mr. Capitan for whatever legal purpose it may serve.

  
**VON ERIKA S. CAUSAPIN**  
Administrative Officer IV / HRMO II





REPUBLIC OF THE PHILIPPINES  
**OFFICE OF THE OMBUDSMAN**


0246476-10

**C L E A R A N C E**

This certifies that our records show that as of 07 June 2022, **VICTORIO PANAHON CAPITAN**, Department of Environment and Natural Resources, Mamburao, Occidental Mindoro, has NO PENDING CRIMINAL AND ADMINISTRATIVE CASES with the Office of the Ombudsman.

Issued on **10 June 2022** upon the request of **VICTORIO PANAHON CAPITAN** for whatever legal purposes it may serve.

BY AUTHORITY OF THE OMBUDSMAN

  
**JAMES G. VIERNES**

Acting Director, Public Assistance Bureau

NOT VALID WITHOUT DRY SEAL.  
NOT VALID WITH ERASURES/ALTERATIONS.

OR#:6857691 / P150.00 / 2022-06-08  
CONTROL NO. 22-246476-10

/PGC

*WE PROTECT*





REPUBLIC OF THE PHILIPPINES  
**OFFICE OF THE OMBUDSMAN**


0246476-10

**C L E A R A N C E**

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/PGC

**WE PROTECT**