



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

March 14, 2023

DENR MIMAROPA  
RECORDS SECTION  
**RECEIVED**

MAR 17 2023

☐ INCOMING ☐ OUTGOING  
BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_  
TIME: \_\_\_\_\_

**MEMORANDUM**

FOR : **The Regional Executive Director**  
MIMAROPA Region

FROM : **The OIC-PENRO**  
Calapan City, Oriental Mindoro

SUBJECT : **APPLICATION FOR TERMINAL LEAVE CLAIM OF SOME  
PERSONNEL OF DENR PENRO ORIENTAL MINDORO**

Forwarded are the documents on terminal leave claim of the following personnel of DENR PENRO, Oriental Mindoro effective January 1, 2023;

Name	Position
1. Leo G. Capon	Development Mgt. Officer IV
2. Evelyn C. Mamigo	Forester II
3. Cecilia S. Rojas	Credit Officer I
4. Levelita M. Erlano	Forest Ranger

Attached is the list of requirements.

For information, reference and record.

  
ALAN VALLE





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**Provincial Environment and Natural Resources**  
Suqui, Calapan City, Oriental Mindoro

Name : Levelita M. ERIANO

Effective Date: Jan. 1, 2023

Position: FOREST RAFTER

Purpose: Optional Retirement

Office: DENR PENRO ORIENTAL MINDORO

## LIST OF REQUIREMENTS/DOCUMENTS ATTACHED

### Retirement (COMPULSORY/Optional)/EO 366

- ☐ Letter of Intent
- ☒ Endorsement by the Head of Office CENRO/PENRO

### For Terminal Claim (4 copies)

- ☒ GSIS Clearance/Voucher
- ☒ Application for Terminal Leave
- ☐ Certification of Leave Credits and Computerized Leave Card -will send thru email.
- ☒ Sworn Statement of Assets and Liabilities (as of **Last day of service**)
- ☒ Latest Appointment
- ☒ Latest Notice of Salary Adjustment/Notice of Step Increment
- ☒ PENRO Clearance
- ☒ CENRO Clearance
- ☒ Service Record
- ☒ Ombudsman Clearance (Online Filing [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph))
- ☒ Affidavit of No pending Criminal Case
- ☒ IPCR with Journal -no PENRO
- ☒ Xerox UMID Card
- ☒ Sworn/Affidavit/Statement for the delay in the filing of claims

### In Case of Death

- ☒ Death Certificate (Original)
- ☒ Marriage Certificate (if married)
- ☒ Birth Certificate of Children
- ☒ 1 Authorized Claimant with Waiver of Rights of Siblings (for Single without Child) (Original)
- ☒ Xerox of Valid ID (Claimant)

### For Mowel Fund (Refund)

- ☒ Application for Refund of Premiums
- ☐ Certificate of Contributions
- ☐ Marriage Contract if married



GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS  
Life Insurance Claim Voucher

02/01/2023  
PAGE: 1

LEVELITA MADRIGAL ERLANO  
PASI I 5207 SOCORRO MINDORO ORIENTAL

Policy No. : LP10000002807727  
Termination Date : 12/31/2022  
GSIS ID No. : 62120103127  
BP No. : 2000908978

For the payment of the CSV Claim of  
2000908978 / LEVELITA M ERLANO

ADD:

Cash Value

P 13,277.57

TOTAL CREDIT: P 13,277.57

TOTAL DEDUCTION: P 0.00  
NET PROCEEDS: P 13,277.57

Net Proceeds to be paid as follows:

LEVELITA MADRIGAL ERLANO P13,277.57

PRN : 230000593153

Date : 01/27/2023

ADJUDICATED BY:

Marvin B. Mercado  
PROCESSOR

CERTIFIED BY:

JENIFER S. MIRANDA  
STAFF OFFICER III-EO HEAD

APPROVED FOR PAYMENT:

MARIEL C. ACLAN  
OFFICER III

Post-audited and allowed in the amount of P13,277.57

Check No. :  
Check Date :

AUDITOR'S REPRESENTATIVE

AUDITOR



REPUBLIC OF THE PHILIPPINES  
GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200

02/01/2023

MR./MS. LEVELITA M. ERLANO  
PASI I SOCORRO MINDORO ORIENTAL 5207

RETIREMENT NO.: RA 8291R0050021583  
REF CLAIM NO. : RA 8291R00500215832200230125  
BP NUMBER : 2000908978

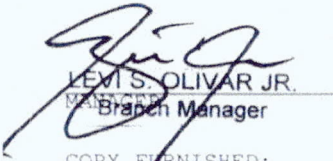
SIR/MADAM:

PLEASE BE INFORMED THAT YOUR APPLICATION FOR RETIREMENT UNDER RA 8291, EFFECTIVE 01/01/2023 AT AGE 60.00 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:

CASH PAYMENT - BASIC MONTHLY PENSION X EIGHTEEN (18) MONTHS & PENSION IMMEDIATELY UPON RETIREMENT 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.  
Branch Manager

COPY FURNISHED:

THE HEAD OF OFFICE  
DENR, PENRO CALAPAN  
SUQUI CALAPAN CITY ORIENTAL MINDORO 5200 04B PH

THE REGIONAL DIRECTOR  
CIVIL SERVICE COMMISSION  
QUEZON CITY



GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200  
RETIREMENT PROCEEDS DATA SHEET  
RA 8291

02/01/2023

BP NO : 2000908978  
NAME : LEVELITA M. ERLANO  
OFFICE : DENR, PENRO CALAPAN

SUQUI CALAPAN CITY ORIENTAL  
MINDORO 5200 04B PH

RET NO : RA 8291R0050021583  
REF CLAIM NO. : RA 8291R005002158322002301  
POLICY NO. : CM00000711848  
ID NO. : 62120103127  
MAIL/ADDR : PASI I SOCORRO MINDORO ORI  
5207

I. PARTICULARS:

DATE OF RETMNT : 01/01/2023  
DATE OF BIRTH : 12/01/1962  
AGE AT RET : 60.00

II. SERVICE : PPP = 17.33173429  
Net TLS = 17.62222  
LWOP = 0.00000000

III. COMPENSATION:

AMC : 14,558.92  
RAMC : 15,258.92

90% AMC :  
13,103.03

IV. COMPUTATION OF PROCEEDS:

BMP : (0.025) (15,258.92 ) (17.33173429) = 6,611.59

FROM 01/01/2023 TO 06/30/2024 AT 6,611.59

119,008.62

FROM 01/01/2023 TO 01/31/2023 AT 6,611.59

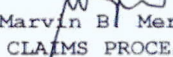
ACCRUALS : 6,611.59  
GROSS BENEFIT : 125,620.21

TOTAL CREDITS : 0.00  
TOTAL DEDUCTIONS : 0.00  
NET BENEFIT : 125,620.21

V. PENSION TO START ON 02/01/2023 AT P 6,611.59 , IF LIVING.

CERTIFIED CORRECT :

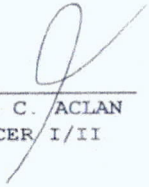
RECOMMENDING APPROVAL :

  
Marvin B. Mercado  
CLAIMS PROCESSOR

  
JENIFER S. MIRANDA  
STAFF OFFICER III-EO HEAD

APPROVED :  
FOR THE PRESIDENT  
& GENERAL MANAGER :

POST-AUDITED :  
PRN : 230000590853  
DATE : 01/26/2023

  
MARIEL C. ACLAN  
OFFICER I/II

AUDITOR'S REPRESENTATIVE

GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS

RETIREMENT BENEFIT VOUCHER - BREAKDOWN OF CREDITS & DEDUCTIONS

NAME : LEVELITA M. ERLANO	BP NO. : 2000908978
ADDRESS : PASI I SOCORRO MINDORO ORIENTAL 5207	ID NO. : 62120103127
	RET DATE : 01/01/2023
	RET NO. : RA 8291R0050021583

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	0.00	0.00
	INTEREST		0.00	
	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		0.00	
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	

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

NAME : LEVELITA M. ERLANO	BP NO. : 2000908978
ADDRESS : PASI I SOCORRO MINDORO ORIENTAL 5207	ID NO. : 62120103127
	RET DATE : 01/01/2023
	RET NO. : RA 8291R0050021583

DESCRIPTION		CREDIT	DEDUCTION	BALANCE
			0.00	
	SURCHARGE			
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00	0.00	
	RI BALANCE	0.00	0.00	0.00
PRD	:	EXCESS PYMT/BALANCE	0.00	
		INTEREST	0.00	
		SURCHARGE	0.00	
		RI BENEFIT	0.00	
		RI PREMIUM REFUND	0.00	
		RI BALANCE	0.00	0.00
MPL	:	EXCESS PYMT/BALANCE	0.00	
		INTEREST	0.00	
		SURCHARGE	0.00	
		RI BENEFIT	0.00	
		RI PREMIUM REFUND	0.00	
		RI BALANCE	0.00	0.00
CPL	:	EXCESS PYMT/BALANCE	0.00	
		INTEREST	0.00	
		SURCHARGE	0.00	
		RI BENEFIT	0.00	
		RI PREMIUM REFUND	0.00	
		RI BALANCE	0.00	0.00
GEL	:	EXCESS PYMT/BALANCE	0.00	
		INTEREST	0.00	
		SURCHARGE	0.00	
		RI BENEFIT	0.00	
		RI PREMIUM REFUND	0.00	
		RI BALANCE	0.00	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	0.00	0.00



REPUBLIC OF THE PHILIPPINES  
GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200

02/11/2023

MR./MS. LEO G. CAPON  
BRGY PASI I SOCORRO MINDORO ORIENTAL 5207

RETIREMENT NO.: RA 8291R0050021710  
REF CLAIM NO. : RA 8291R00500217102200230207  
BP NUMBER : 2000905558

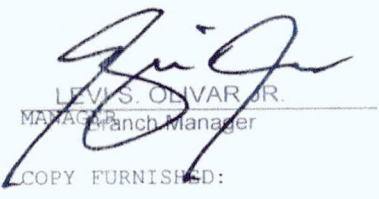
SIR/MADAM:

PLEASE BE INFORMED THAT YOUR APPLICATION FOR RETIREMENT UNDER RA 8291, EFFECTIVE 01/01/2023 AT AGE 60.00 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:

CASH PAYMENT - BASIC MONTHLY PENSION X EIGHTEEN (18) MONTHS & PENSION IMMEDIATELY UPON RETIREMENT IF LIVING.

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VERY TRULY YOURS,

  
LEVI S. OLIVAR JR.  
MANAGER  
Branch Manager

COPY FURNISHED:

THE HEAD OF OFFICE  
DENR, PENRO CALAPAN  
SUQUI CALAPAN CITY ORIENTAL MINDORO 5200 04B PH

THE REGIONAL DIRECTOR  
CIVIL SERVICE COMMISSION  
QUEZON CITY

02/11/2023

GOVERNMENT SERVICE INSURANCE SYS  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200  
RETIREMENT BENEFIT VOUCHER

BP NUMBER : 2000905558	RET NO. : RA 8291R0050021710
LEO G. CAPON	REF CLAIM ID : RA 8291R005002171022002302C
BRGY PASI I SOCORRO MINDORO ORIENTAL 5207	DATE OF RETIREMENT : 01/01/2023
LAST EMPLOYER: DENR, PENRO CALAPAN	POLICY NO. : LP62090501149
SUQUI CALAPAN CITY ORIENTAL MINDORO 5200	PERIODS W/ PAID PREMIUMS : 33.60034142
04B PH	

FOR THE PAYMENT OF: RA - 8291 18MOS CP AND PENSION IMMEDIATELY

AGE : 60.00

18MOS CP FROM	01/01/2023 TO 06/30/2024 AT 59,354.81	1,068,386.58
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ACCRUALS FROM	01/01/2023 TO 02/28/2023 AT 59,354.81	118,709.62
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ADD:

LESS:

CNL 53,102.74

TOTAL DEDUCTION	53,102.74
NET PROCEEDS	1,133,993.46

NOTE: MONTHLY PENSION IN THE AMT OF P 59,354.81 TO RESUME ON 03/01/2023 IF LIVING.

PROCEEDS CREDITED TO:

NAME: LEO G CAPON	PRN: 230001168916	1,133,993.46
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CERTIFIED CORRECT:

MARIEL C. ACLAN  
OFFICER I/II

APPROVED FOR PAYMENT

LEVI S. OLIVER  
MANAGER

POST-AUDITED AND ALLOWED IN THE AMOUNT OF P 1,133,993.46  
PRN: 230001168916 DATE: 02/09/2023

AUDITOR'S REPRESENTATIVE

AUDITOR

GOVERNMENT SERVICE INSURANCE SYS

BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200  
RETIREMENT PROCEEDS DATA SHEET  
RA 8291

02/11/2023

BP NO : 2000905558  
NAME : LEO G. CAPON  
OFFICE : DENR, PENRO CALAPAN

SUQUI CALAPAN CITY ORIENTAL  
MINDORO 5200 04B PH

RET NO : RA 8291R0050021710  
REF CLAIM NO. : RA 8291R005002171022002302  
POLICY NO. : LP62090501149  
ID NO. : 62090501149  
MAIL/ADDR : BRGY PASI I SOCORRO MINDOR  
ORIENTAL 5207

I. PARTICULARS:

DATE OF RETMNT : 01/01/2023  
DATE OF BIRTH : 09/05/1962  
AGE AT RET : 60.00

II. SERVICE : PPP = 33.60034142  
Net TLS = 33.61021  
LWOP = 0.00000000

III. COMPENSATION:

AMC : 69,959.77  
RAMC : 70,659.77

90% AMC :  
62,963.79

IV. COMPUTATION OF PROCEEDS:

BMP : (0.025) (70,659.77) (33.60034142) = 59,354.81

FROM 01/01/2023 TO 06/30/2024 AT 59,354.81

1,068,386.58

FROM 01/01/2023 TO 02/28/2023 AT 59,354.81

ACCRUALS :  
GROSS BENEFIT :

118,709.62  
1,187,096.20

DED: CNL

53,102.74

TOTAL CREDITS : 0.00  
TOTAL DEDUCTIONS : 53,102.74  
NET BENEFIT : 1,133,993.46

V. PENSION TO START ON 03/01/2023 AT P 59,354.81 , IF LIVING.

CERTIFIED CORRECT :

RECOMMENDING APPROVAL :

Marvin H. Mercado  
CLAIMS PROCESSOR

JENIFER S. MIRANDA  
STAFF OFFICER III-EO HEAD

MARIEL C. ACLAN  
OFFICER I/II

APPROVED :  
FOR THE PRESIDENT  
& GENERAL MANAGER :

POST-AUDITED :  
PRN : 230001168916  
DATE : 02/09/2023

LEVI S. OLIVAR  
MANAGER

AUDITOR'S REPRESENTATIVE



## GOVERNMENT SERVICE INSURANCE SYSTEM

BATANGAS

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

NAME : LEO G. CAPON BP NO. : 2000905558  
 ADDRESS : BRGY PASI I SOCORRO MINDORO ORIENTAL 5207 ID NO. : 62090501149  
 RET DATE : 01/01/2023  
 RET NO. : RA 8291R0050021710

	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	53,102.74	53,102.74
	INTEREST		0.00	
	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		0.00	
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	

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

NAME : LEO G. CAPON BP NO. : 2000905558  
ADDRESS : BRGY PASI I SOCORRO MINDORO ORIENTAL 5207 ID NO. : 62090501149  
RET DATE : 01/01/2023  
RET NO. : RA 8291R0050021710

DESCRIPTION		CREDIT	DEDUCTION	BALANCE
PRD	SURCHARGE		0.00	
	RI BENEFIT			
	RI PREMIUM REFUND	0.00		
	RI BALANCE	0.00	0.00	
	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		
CPL	RI BALANCE		0.00	
	EXCESS PYMT/BALANCE	0.00	0.00	0.00
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
GEL	RI PREMIUM REFUND	0.00		
	RI BALANCE		0.00	
	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	53,102.74	53,102.74



GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS

02/01/2023  
PAGE: 1

Life Insurance Claim Voucher

LEVELITA MADRIGAL ERLANO  
PASI I 5207 SOCORRO MINDORO ORIENTAL

Policy No. : LP10000002807727  
Termination Date : 12/31/2022  
GSIS ID No. : 62120103127  
BP No. : 2000908978

For the payment of the CSV Claim of  
2000908978 / LEVELITA M ERLANO

ADD:

Cash Value

P 13,277.57

TOTAL CREDIT: P 13,277.57

TOTAL DEDUCTION: P 0.00  
NET PROCEEDS: P 13,277.57

Net Proceeds to be paid as follows:

LEVELITA MADRIGAL ERLANO P13,277.57

PRN : 230000593153

Date : 01/27/2023

ADJUDICATED BY:

Maryin B Mercado  
PROCESSOR

CERTIFIED BY:

JENIFER S. MIRANDA  
STAFF OFFICER III-EO HEAD

APPROVED FOR PAYMENT:

MARIEL C. ACLAN  
OFFICER III

Post-audited and allowed in the amount of P13,277.57

Check No. :  
Check Date :

AUDITOR'S REPRESENTATIVE

AUDITOR



REPUBLIC OF THE PHILIPPINES  
GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200

02/01/2023

MR./MS. LEVELITA M. ERLANO  
PASI I SOCORRO MINDORO ORIENTAL 5207

RETIREMENT NO.: RA 8291R0050021583  
REF CLAIM NO.: RA 8291R00500215832200230125  
BP NUMBER : 2000908978

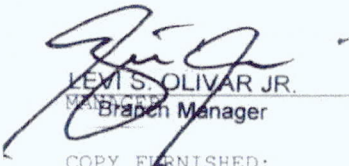
SIR/MADAM:

PLEASE BE INFORMED THAT YOUR APPLICATION FOR RETIREMENT UNDER RA 8291, EFFECTIVE 01/01/2023 AT AGE 60.00 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:

CASH PAYMENT - BASIC MONTHLY PENSION X EIGHTEEN (18) MONTHS & PENSION IMMEDIATELY UPON RETIREMENT 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.  
Branch Manager

COPY FURNISHED:

THE HEAD OF OFFICE  
DENR, PENRO CALAPAN  
SUQUI CALAPAN CITY ORIENTAL MINDORO 5200 04B PH

THE REGIONAL DIRECTOR  
CIVIL SERVICE COMMISSION  
QUEZON CITY

02/01/2023

GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200  
RETIREMENT BENEFIT VOUCHER

BP NUMBER : 2000908978	RET NO. : RA 8291R0050021583
LEVELITA M. ERLANO	REF CLAIM ID : RA 8291R0050021583220023012
PASI I SOCORRO MINDORO ORIENTAL 5207	DATE OF RETIREMENT : 01/01/2023
LAST EMPLOYER: DENR, PENRO CALAPAN	POLICY NO. : CM00000711848
SUQUI CALAPAN CITY ORIENTAL MINDORO 5200	PERIODS W/ PAID PREMIUMS : 17.33173429
04B PH	

FOR THE PAYMENT OF: RA - 8291 18MOS CP AND PENSION IMMEDIATELY

AGE : 60.00		
18MOS CP FROM	01/01/2023 TO 06/30/2024 AT 6,611.59	119,008.62
ACCRUALS FROM	01/01/2023 TO 01/31/2023 AT 6,611.59	6,611.59

ADD:

LESS:

TOTAL DEDUCTION	0.00
NET PROCEEDS	125,620.21

NOTE: MONTHLY PENSION IN THE AMT OF P 6,611.59 TO RESUME ON 02/01/2023 IF LIVING.

PROCEEDS CREDITED TO:

NAME: LEVELITA MADRIGAL ERLANO PRN: 230000590853	125,620.21
--	------------

CERTIFIED CORRECT:

JENIFER S. MIRANDA  
STAFF OFFICER III-EO HEAD

APPROVED FOR PAYMENT:

MARIEL C. ACLAN  
OFFICER I/II

POST-AUDITED AND ALLOWED IN THE AMOUNT OF P 125,620.21  
PRN: 230000590853 DATE: 01/26/2023

AUDITOR'S REPRESENTATIVE

AUDITOR

GOVERNMENT SERVICE INSURANCE SYSTEM  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200  
RETIREMENT PROCEEDS DATA SHEET  
RA 8291

02/01/2023

BP NO : 2000908978  
NAME : LEVELITA M. ERLANO  
OFFICE : DENR, PENRO CALAPAN

SUQUI CALAPAN CITY ORIENTAL  
MINDORO 5200 04B PH

RET NO : RA 8291R0050021583  
REF CLAIM NO. : RA 8291R005002158322002301  
POLICY NO. : CM00000711848  
ID NO. : 62120103127  
MAIL/ADDR : PASI I SOCORRO MINDORO ORI  
5207

I. PARTICULARS:

DATE OF RETMNT : 01/01/2023  
DATE OF BIRTH : 12/01/1962  
AGE AT RET : 60.00

II. SERVICE : PPP = 17.33173429  
Net TLS = 17.62222  
LWOP = 0.00000000

III. COMPENSATION:

AMC : 14,558.92  
RAMC : 15,258.92

90% AMC :  
13,103.03

IV. COMPUTATION OF PROCEEDS:

BMP : (0.025) (15,258.92 ) (17.33173429) = 6,611.59

FROM 01/01/2023 TO 06/30/2024 AT 6,611.59

119,008.67

FROM 01/01/2023 TO 01/31/2023 AT 6,611.59

ACCRUALS :  
GROSS BENEFIT :

6,611.59  
125,620.27

TOTAL CREDITS : 0.00  
TOTAL DEDUCTIONS : 0.00  
NET BENEFIT : 125,620.27

V. PENSION TO START ON 02/01/2023 AT P 6,611.59 , IF LIVING.

CERTIFIED CORRECT :

RECOMMENDING APPROVAL :

Marvin B Mercado  
CLAIMS PROCESSOR

JENIFER S. MIRANDA  
STAFF OFFICER III-EO HEAD

APPROVED :  
FOR THE PRESIDENT  
& GENERAL MANAGER :

POST-AUDITED :  
PRN : 230000590853  
DATE : 01/26/2023

MARIEL C. ACLAN  
OFFICER I/II

AUDITOR'S REPRESENTATIVE



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

NAME : LEVELITA M. ERLANO BP NO. : 2000908978  
ADDRESS : PASI I SOCORRO MINDORO ORIENTAL 5207 ID NO. : 62120103127  
RET DATE : 01/01/2023  
RET NO. : RA 8291R0050021583

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	0.00	0.00
	INTEREST		0.00	
	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		0.00	
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	

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

NAME : LEVELITA M. ERLANO  
ADDRESS : PASI I SOCORRO MINDORO ORIENTAL 5207  
BP NO. : 2000908978  
ID NO. : 62120103127  
RET DATE : 01/01/2023  
RET NO. : RA 8291R0050021583

DESCRIPTION		CREDIT	DEDUCTION	BALANCE
			0.00	
PRD	SURCHARGE			
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00	0.00	
	RI BALANCE		0.00	0.00
	EXCESS PYMT/BALANCE	0.00	0.00	
MPL	INTEREST		0.00	
	SURCHARGE	0.00		
	RI BENEFIT	0.00		
	RI PREMIUM REFUND		0.00	
	RI BALANCE	0.00	0.00	0.00
CPL	EXCESS PYMT/BALANCE	0.00	0.00	
	INTEREST		0.00	
	SURCHARGE		0.00	
	RI BENEFIT	0.00		
	RI PREMIUM REFUND	0.00		
GEL	RI BALANCE	0.00	0.00	0.00
	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	
	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	
	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	
	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	
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	0.00	0.00



Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>DENR PENRO ORIENTAL MINDORO</b>		2. NAME (Last) (First) (Middle) <b>ERLANO LEVELITA M.</b>													
3. DATE OF FILLING		4. POSITION <b>FOREST RANGER</b> 5. SALARY <b>PhP</b>													
6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVAILED OF <div><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)</div> <div><input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended)</div> <div><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004)</div> <div><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262/CSC MC No 15, s. 2005)</div> <div><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010)</div> <div><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended)</div> <div><input type="checkbox"/> Adaptation Leave (RA No. 8552)</div> <div>Others:</div>		6.B DETAILS OF LEAVE <div>In case of Vacation/Special Privilege Leave:<div><input type="checkbox"/> Within the Philippines</div><div><input type="checkbox"/> Abroad (Specify)</div></div> <div>In case of Sick Leave:<div><input type="checkbox"/> In Hospital (Specify Illness)</div><div><input type="checkbox"/> Out Patient (Specify Illness)</div></div> <div>In Case of Special Leave Benefits for Women:<div><input type="checkbox"/> (Specify Illness)</div></div> <div>In case of Study Leave:<div><input type="checkbox"/> Completion of Master's Degree</div><div><input type="checkbox"/> BAR/Board Examination Review</div></div> <div>Other purpose:<div><input type="checkbox"/> Monetization of Leave Credits</div><div><input checked="" type="checkbox"/> Terminal Leave</div></div>													
6.C NUMBER OF WORKING DAYS APPLIED FOR <div></div> <div>INCLUSIVE DATES</div> <div></div>		6.D COMMUTATION <div><input type="checkbox"/> Not Requested</div> <div><input type="checkbox"/> Requested</div> <div><div></div><div>(Signature of Applicant)</div></div>													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></table> <div><div></div><div>BUENA P. FLORIDA</div><div>Administrative Officer IV</div></div>			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION <div><input type="checkbox"/> For approval</div> <div><input type="checkbox"/> For disapproval due to</div> <div><div></div><div>ALAN L. VALLE</div><div>OIC, PENRO</div></div>	
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
7.C APPROVED FOR: <div>days with pay</div> <div>days without pay</div> <div>others (Specify)</div>		7.D DISAPPROVED DUE TO: <div></div> <div></div> <div></div>													





Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>DENR PENRO ORIENTAL MINDORO</b>		2. NAME (Last) (First) (Middle) <b>ERLANO LEVELITA M.</b>													
3. DATE OF FILLING		4. POSITION <b>FOREST RANGER</b> 5. SALARY <b>PhP</b>													
6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262/CSC MC No 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended) <input type="checkbox"/> Adaptation Leave (RA No. 8552)  Others:  		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify Illness)  <i>In Case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Specify Illness)  <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input checked="" type="checkbox"/> Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR  INCLUSIVE DATES		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested  <div>(Signature of Applicant)</div>													
7. DETAILS OF ACTION ON APPLICATION															
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	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify)		7.D DISAPPROVED DUE TO: _____ _____ _____													





Republic of the Philippines  
Provincial Environment and Natural Resources  
MIMAROPA Region

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>DENR PENRO ORIENTAL MINDORO</b>		2. NAME (Last) (First) (Middle) <b>ERLANO LEVELITA M.</b>													
3. DATE OF FILLING		4. POSITION <b>FOREST RANGER</b> 5. SALARY <b>Php</b>													
6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972/CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262/CSC MC No 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012 as amended) <input type="checkbox"/> Adoption Leave (RA No. 8552)  Others:  		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify Illness)  <i>In Case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Specify Illness)  <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input checked="" type="checkbox"/> Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR  INCLUSIVE DATES		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested  <div>(Signature of Applicant)</div>													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></table> <div>BUENA P. FLORIDA Administrative Officer IV</div>			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to  <div>ALAN L. VALLE OIC, PENRO</div>	
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify)		7.D DISAPPROVED DUE TO: _____ _____ _____													

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2022

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing Separate Filing Not Applicable

DECLARANT:	ERLANO	LEVELITA	M.	POSITION:	FOREST RANGER
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	DENR CENRO Socorro
ADDRESS:	118 NARRA ST.,	PASI I,	SOCORRO	OFFICE ADDRESS:	PASI II, SOCORRO,
	ORIENTAL	MINDORO			ORIENTAL MINDORO
SPOUSE:	ERLANO	EDUARDO	C.	POSITION:	DECEASED
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	N/A
				OFFICE ADDRESS:	N/A
					N/A

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

NAME	DATE OF BIRTH	AGE
N/A	N/A	N/A

ASSETS, LIABILITIES AND NETWORTH

(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 <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subtotal: N/A

b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
APPLIANCES	MULTIYEAR	50,000.00
FURNITURE	MULTIYEAR	90,000.00
JEWELRIES	MULTIYEAR	20,000.00
LIFE PLAN (ST. PETER)	2010-2015	30,000.00
SAVINGS	2020	100,000.00
CASH ON HAND	2022	50,000.00

Subtotal : 340,000.00  
TOTAL ASSETS (a+b): 340,000.00

\* Additional sheet/s may be used, if necessary.



SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2022

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing Separate Filing Not Applicable

DECLARANT:	ERLANO	LEVELITA	M.	POSITION:	FOREST RANGER
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	DENR CENRO Socorro
ADDRESS:	118 NARRA ST.,	PASI I,	SOCORRO	OFFICE ADDRESS:	PASI II, SOCORRO,
	ORIENTAL	MINDORO			ORIENTAL MINDORO
SPOUSE:	ERLANO	EDUARDO	C.	POSITION:	DECEASED
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	N/A
				OFFICE ADDRESS:	N/A
					N/A

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

NAME	DATE OF BIRTH	AGE
N/A	N/A	N/A

ASSETS, LIABILITIES AND NETWORTH

(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 <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subtotal: N/A

b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
APPLIANCES	MULTIYEAR	50,000.00
FURNITURE	MULTIYEAR	90,000.00
JEWELRIES	MULTIYEAR	20,000.00
LIFE PLAN (ST. PETER)	2010-2015	30,000.00
SAVINGS	2020	100,000.00
CASH ON HAND	2022	50,000.00

Subtotal : 340,000.00  
TOTAL ASSETS (a+b): 340,000.00

\* Additional sheet/s may be used, if necessary.





*Republika ng Pilipinas*  
Republic of the Philippines

**Kagawaran ng Kapaligiran at Likas Yaman**

Department of Environment and Natural Resources

REHIYON BLG. 4B MIMAROPA

Region IV-B, MIMAROPA

1515 DENR By the Bay Building, Roxas Boulevard, Ermita, Manila



*Ginoong/Gng./Bh.:*  
Mr./Mrs./Ms.

**LEVELITA M. ERLANO**

*Kayo ay nahirang na* **FOREST RANGER (SG-04)** *na*  
You are hereby appointed as

*may katayuang* **PERMANENTE** *sa* **DENR, REGION IV-B, MIMAROPA**  
with a Status at the (Agency)

*sa pasahod na* **ONE HUNDRED THIRTY FOUR THOUSAND AND ONE HUNDRED SEVENTY TWO** *piso.*  
with a compensation rate of (Php 134,172.00) pesos

*Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa ng*  
The effectivity date of this appointment shall be the date of actual assumption by the appointee but not earlier than the date of

*pagpirma ng puno ng tanggapan o appointing authority.*  
issuance of the appointment which is the date of the signing of the appointing authority.

*Ang appointment na ito ay* **ORIGINAL** *bilang kapalit ni*  
This appointment is (Original, Promotion, etc) vice

**Erlinda M. Javier** *na* **Retired** *at ayon sa Plantilya*  
who (Transferred, Retired, etc.) and in accordance with

*Aytem Blg.* **OSEC-DENRB-FORA-3204-1998** *Pahina* **N/A**  
Item No. Page

(Under approved NOSCA s., 0002014-05-126)

**PINAGTIBAY NA PERMANENT**

*Sumasainyo,*  
Very truly yours,

**JACINTO C. MATEO III**  
Director II

**Awtorisadong Opisyal**  
**Komisyon ng Serbisyo Sibil**  
Authorized Official/Civil Service Commission

**OSCAR C. DOMINGUEZ**  
OIC, Regional Director  
MIMAROPA Region

**DEC 15 2015**

**Petsa**  
Date

**AUG 19 2015**

**Petsa ng Pagpirma**  
Date of Signing



PORMA BLG. 33  
(Narebisa, 1998)



Republika ng Pilipinas  
Republic of the Philippines

## Kagawaran ng Kapaligiran at Likas Yaman

Department of Environment and Natural Resources

REHIYON BLG. 4B MIMAROPA

Region IV-B, MIMAROPA

1515 DENR By the Bay Building, Roxas Boulevard, Ermita, Manila



Ginoong/Gng./Bb.:  
Mr./Mrs./Ms.

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*may katayuang* PERMANENTE *sa* DENR, REGION IV-B, MIMAROPA  
with a Status at the (Agency)

*sa pasahod na* ONE HUNDRED THIRTY FOUR THOUSAND AND ONE HUNDRED SEVENTY TWO *piso.*  
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*Aytem Blg.* OSEC-DENRB-FORA-3204-1998 *Pahina* N/A  
Item No. Page

(Under approved NOSCA s., 0002014-05-126)

**INAGTIBAY NA PERMANENT**

*Sumasainyo,*  
Very truly yours,

JACINTO C. MATEO III  
Director II

Awtorisadong Opisyal  
Komisyon ng Serbisyo Sibil  
Authorized Official/Civil Service Commission

OSCAR C. DOMINGUEZ  
OIC, Regional Director  
MIMAROPA Region

**DEC 15 2015**

Petsa  
Date

**AUG 19 2015**

Petsa ng Pagpirma  
Date of Signing



## NOTICE OF SALARY ADJUSTMENT

DATE: February 2, 2022

MS. LEVELITA M. ERLANO  
DENR-CENRO Socorro  
Pasi II, Socorro, Oriental Mindoro

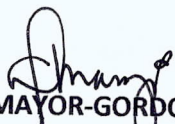
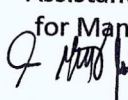
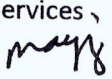
Ma'am:

Pursuant to National Budget Circular No. 588 dated January 03, 2022, implementing Republic Act No. 11466 dated July 22, 2019, your salary is hereby adjusted effective January 01, 2022, as follows:

- |  |     |           |
|--|-----|-----------|
| 1. Adjusted monthly basic salary effective January 01, 2022,<br>under the new Salary Schedule; SG: <u>04</u> Step: <u>03</u> | PhP | 15,224.00 |
| 2. Actual monthly salary as of December 31, 2021;<br>SG: <u>04</u> Step: <u>03</u>   | PhP | 14,622.00 |
| 3. Monthly salary adjustment, effective January 01, 2022, (1-2)  | PhP | 602.00    |

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

Very truly yours,

  
DONNA MAYOR-GORDOVE, CESO IV  
Assistant Regional Director  
for Management Services  
 

Position Title: Forest Ranger

Salary Grade: 04

Item No./Unique Item No., FY 2021 Personal Services Itemization

And/or Plantilla of Personnel: OSEC-DENRB-FORA-3204-1998

Copy furnished: GSIS

## NOTICE OF SALARY ADJUSTMENT

DATE: February 2, 2022

MS. LEVELITA M. ERLANO  
DENR-CENRO Socorro  
Pasi II, Socorro, Oriental Mindoro

Ma'am:

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**DONNA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services,  
 

Position Title: Forest Ranger

Salary Grade: 04

Item No./Unique Item No., FY 2021 Personal Services Itemization

And/or Plantilla of Personnel: OSEC-DENRB-FORA-3204-1998

Copy furnished: GSIS

## NOTICE OF SALARY ADJUSTMENT

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DENR-CENRO Socorro  
Pasi II, Socorro, Oriental Mindoro


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DONNA MAYOR-GORDOVE, CESO IV  
Assistant Regional Director  
for Management Services

Position Title: Forest Ranger  
Salary Grade: 04  
Item No./Unique Item No., FY 2021 Personal Services Itemization  
And/or Plantilla of Personnel: OSEC-DENRB-FORA-3204-1998

Copy furnished: GSIS



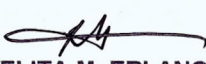
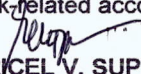

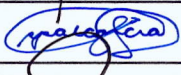
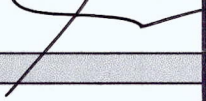
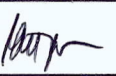
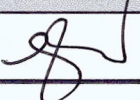


DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

CLEARANCE FORM

(Instructions at the back)


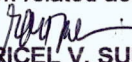
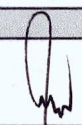

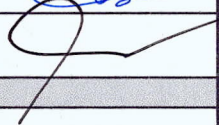
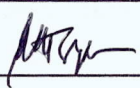
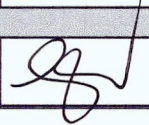
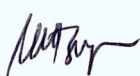

<b>I   PURPOSE</b>				
<b>TO: DENR-PENRO ORIENTAL MINDORO</b> I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Leave <span style="margin-left: 50px;">Please specify: _____</span> Effectivity/Inclusive Period: <u>January 1, 2023</u>				<div style="text-align: right; margin-bottom: 10px;"><b>DEC 15 2022</b></div> Date of Application
Office of Assignment: <u>DENR CENRO Socorro, Oriental Mindoro</u> Position/SG/Step: <u>FOREST RANGER/SG 4/S3</u>		 <b>LEVELITA M. ERLANO</b> Name and Signature of Employee		
<b>II   CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>				
I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: center; margin-top: 10px;">   <b>MARICEL V. SUPLEO</b>          Chief, Management Services Division       </div>				
<b>III   CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
<b>1. Administration Sector</b>				
a General Services Unit			NESTOR N. CUASAY DMO IV/In-Charge, GSS	
b Records Unit			NOEME P. ALCANCIA In-charge, General Records Unit	
c Personnel Unit			BUENA P. FLORIDA Administrative Officer IV	
<b>2. Finance and Assets Management</b>				
a Financial Services				
b Transaction, Processing & Billing Services			MARICEL V. SUPLEO PENRO Accountant	
c Payroll & Remittance Services				
<b>4. Professional and Institutional Development</b>				
a DENR Foreign and Scholarship Services			MYLA GEMMA P. GAMBOA Forest Tech. II/HRD Officer	
<b>IV   CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>				
a Internal Affairs Office/Legal Affairs Office			MARICEL V. SUPLEO Chief, Management Services Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
<b>V   CERTIFICATION</b>				
 <b>ALAN L. VALLE</b> OIC-PENRO				

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
CLEARANCE FORM  
(Instructions at the back)

<b>I PURPOSE</b>					
			<b>DEC 15 2022</b> Date of Application		
<b>TO: DENR-PENRO ORIENTAL MINDORO</b> 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 checked="" type="checkbox"/> Retirement <input type="checkbox"/> Leave      Please specify: _____ Effectivity/Inclusive Period: <u>January 1, 2023</u>					
Office of Assignment: <u>DENR CENRO Socorro, Oriental Mindoro</u>			 <b>LEVELITA M. ERLANO</b> Name and Signature of Employee		
Position/SG/Step: <u>FOREST RANGER/SG 4/S3</u>					
<b>II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b> I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.  <b>MARICEL V. SUPLEO</b> Chief, Management Services Division					
<b>III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>					
Name of Unit/Office/Department		Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
<b>1. Administration Sector</b>					
a General Services Unit				<b>NESTOR N. CUASAY</b> DMO IV/In-Charge, GSS	
b Records Unit				<b>NOEME P. ALCANCIA</b> In-charge, General Records Unit	
c Personnel Unit				<b>BUENA P. FLORIDA</b> Administrative Officer IV	
<b>2. Finance and Assets Management</b>					
a Financial Services					
b Transaction, Processing & Billing Services				<b>MARICEL V. SUPLEO</b> PENRO Accountant	
c Payroll & Remittance Services					
<b>4. Professional and Institutional Development</b>					
a DENR Foreign and Scholarship Services				<b>MYLA GEMMA P. GAMBOA</b> Forest Tech. II/HRD Officer	
<b>IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>					
a Internal Affairs Office/Legal Affairs Office				<b>MARICEL V. SUPLEO</b> Chief, Management Services Division	
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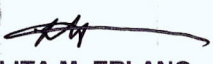
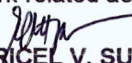


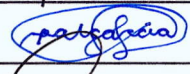
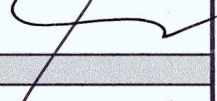
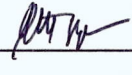
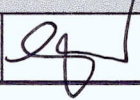
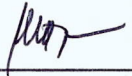



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**CLEARANCE FORM**  
(Instructions at the back)

<b>I   PURPOSE</b>					
<div style="text-align: right;"><b>DEC 15 2022</b> Date of Application</div>					
<b>TO: DENR-PENRO ORIENTAL MINDORO</b> 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 checked="" type="checkbox"/> Retirement <input type="checkbox"/> Leave      Please specify: _____ Effectivity/Inclusive Period: <u>January 1, 2023</u>					
Office of Assignment: <u>DENR CENRO Socorro, Oriental Mindoro</u>			<div style="text-align: center;"> <b>LEVELITA M. ERLANO</b> Name and Signature of Employee</div>		
Position/SG/Step: <u>FOREST RANGER/SG 4/S3</u>					
<b>II   CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b> I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: center;"> <b>MARICEL V. SUPLEO</b> Chief, Management Services Division</div>					
<b>III   CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>					
Name of Unit/Office/Department		Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
<b>1. Administration Sector</b>					
a General Services Unit				NESTOR N. CUASAY DMO IV/In-Charge, GSS	
b Records Unit				NOEME P. ALCANCIA In-charge, General Records Unit	
c Personnel Unit				BUENA P. FLORIDA Administrative Officer IV	
<b>2. Finance and Assets Management</b>					
a Financial Services				MARICEL V. SUPLEO PENRO Accountant	
b Transaction, Processing & Billing Services					
c Payroll & Remittance Services					
<b>4. Professional and Institutional Development</b>					
a DENR Foreign and Scholarship Services				MYLA GEMMA P. GAMBOA Forest Tech. II/HRD Officer	
<b>IV   CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>					
a Internal Affairs Office/Legal Affairs Office				MARICEL V. SUPLEO Chief, Management Services Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
<b>V   CERTIFICATION</b> <div style="text-align: center;"> <b>ALAN L. VALLE</b> OIC-PENRO</div>					



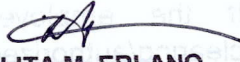
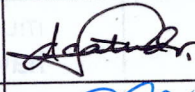

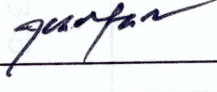
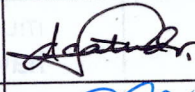

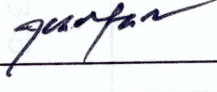
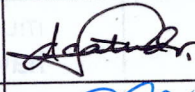

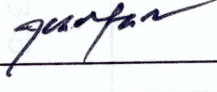
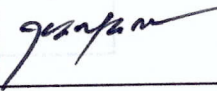
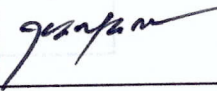
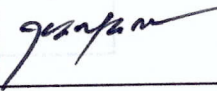
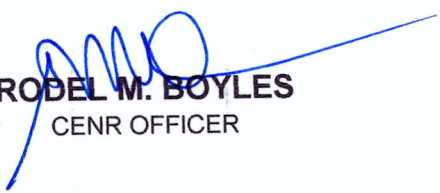
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**CLEARANCE FORM**  
(Instructions at the back)

<b>I PURPOSE</b>				
TO: <b>DENR-PENRO ORIENTAL MINDORO</b>				<b>DEC 15 2022</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: <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Leave      Please specify: _____ Effectivity/Inclusive Period: <u>January 1, 2023</u>				
Office of Assignment: <u>DENR CENRO Socorro, Oriental Mindoro</u>			 <b>LEVELITA M. ERLANO</b> Name and Signature of Employee	
Position/SG/Step: <u>FOREST RANGER/SG 4/S3</u>				
<b>II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b> I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: center; margin-top: 10px;"> <b>MARICEL V. SUPLEO</b> Chief, Management Services Division</div>				
<b>III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
<b>1. Administration Sector</b>				
a General Services Unit			 <b>NESTOR N. CUASAY</b> DMO IV/In-Charge, GSS	
b Records Unit			<b>NOEME P. ALCANCIA</b> In-charge, General Records Unit	
c Personnel Unit			<b>BUENA P. FLORIDA</b> Administrative Officer IV	
<b>2. Finance and Assets Management</b>				
a Financial Services			<div style="display: flex; align-items: center; justify-content: center;"><div style="font-size: 3em; margin-right: 10px;">}</div><div><b>MARICEL V. SUPLEO</b> PENRO Accountant</div></div>	
b Transaction, Processing & Billing Services				
c Payroll & Remittance Services				
<b>4. Professional and Institutional Development</b>				
a DENR Foreign and Scholarship Services			<b>MYLA GEMMA P. GAMBOA</b> Forest Tech. II/HRD Officer	
<b>IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>				
a Internal Affairs Office/Legal Affairs Office			<b>MARICEL V. SUPLEO</b> Chief, Management Services Division	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
<b>V CERTIFICATION</b> <div style="text-align: center; margin-top: 50px;"> <b>ALAN L. VALLE</b> OIC-PENRO</div>				



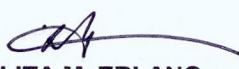
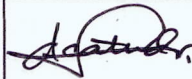
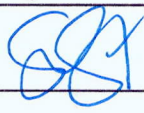
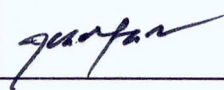

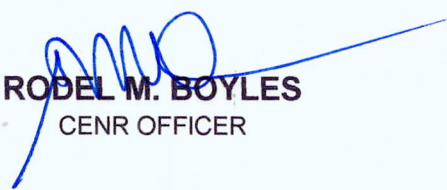
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**CLEARANCE FORM**

(Instructions at the back)

<b>I PURPOSE</b>																										
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Office of Assignment: <u>CENRO-SOCORRO ORIENTAL MINDORO</u> Position/SG/Step: <u>FOREST RANGER/SG-04</u>	 <b>LEVELITA M. ERLANO</b> Name and Signature of Employee																									
<b>II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b> I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: center; margin-top: 10px;"><u><b>RICARDO X NATIVIDAD</b></u> Immediate Supervisor</div>																										
<b>III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>																										
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 40%;">Name of Unit/Office/Department</th><th style="width: 10%;">Cleared</th><th style="width: 10%;">Not Cleared</th><th style="width: 30%;">Name of Clearing Officer/Official</th><th style="width: 10%;">Signature</th></tr></thead><tbody><tr><td colspan="5" style="padding: 5px;"><b>1. Administration Sector</b></td></tr><tr><td style="padding: 5px;">a. General Services Unit</td><td style="text-align: center; padding: 5px;">✓</td><td></td><td style="padding: 5px;"><b>ADRIAN V. CATUD</b> Forest Tech. I/In-Charge, GSS</td><td style="text-align: center; padding: 5px;"></td></tr><tr><td style="padding: 5px;">b. Records Unit</td><td style="text-align: center; padding: 5px;">✓</td><td></td><td style="padding: 5px;"><b>MARJORIE JOYCE S. ACUZAR</b> Admin. Officer I/Records Officer</td><td style="text-align: center; padding: 5px;"></td></tr><tr><td style="padding: 5px;">c. Personnel Unit</td><td style="text-align: center; padding: 5px;">✓</td><td></td><td style="padding: 5px;"><b>RAYSON C. ALFANTE</b> ECOMS I/Chief, Administrative, Planning &amp; Management Support Section</td><td style="text-align: center; padding: 5px;"></td></tr></tbody></table>		Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature	<b>1. Administration Sector</b>					a. General Services Unit	✓		<b>ADRIAN V. CATUD</b> Forest Tech. I/In-Charge, GSS		b. Records Unit	✓		<b>MARJORIE JOYCE S. ACUZAR</b> Admin. Officer I/Records Officer		c. Personnel Unit	✓		<b>RAYSON C. ALFANTE</b> ECOMS I/Chief, Administrative, Planning & Management Support Section	
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<div style="display: flex; align-items: center;"><div style="margin-right: 10px;"><input type="checkbox"/> <input type="checkbox"/></div><div><div>with pending administrative case</div><div>with ongoing investigation (no formal charge yet)</div></div></div>																										
<b>V CERTIFICATION</b>																										
 <b>RODEL M. BOYLES</b> CENR OFFICER																										



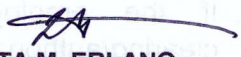
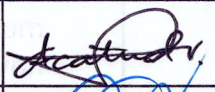
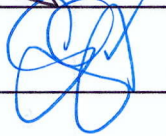
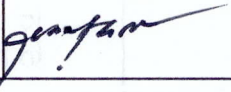
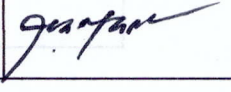

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**CLEARANCE FORM**  
(Instructions at the back)

<b>I PURPOSE</b>			
			<b>DEC 01 2022</b> Date of Application
<b>TO: DENR-PENRO ORIENTAL MINDORO</b> 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 checked="" type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Effectivity/Inclusive Period: <u>January 01, 2023</u>			
Office of Assignment: <u>CENRO-SOCORRO ORIENTAL MINDORO</u>		 <b>LEVELITA M. ERLANO</b> Name and Signature of Employee	
Position/SG/Step: <u>FOREST RANGER/SG-04</u>			
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Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official      Signature
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b. Records Unit	✓		<b>MARJORIE JOYCE S. ACUZAR</b> Admin. Officer I/Records Officer 
c. Personnel Unit	✓		<b>RAYSON C. ALFANTE</b> ECOMS I/Chief, Administrative, Planning & Management Support Section 
<b>IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>			
a. Internal Affairs Office/Legal Affairs Office	✓		<b>RAYSON C. ALFANTE</b> ECOMS I/Chief, Administrative, Planning & Management Support Section 
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)			
<b>V CERTIFICATION</b>			
 <b>RODEL M. BOYLES</b> CENR OFFICER			




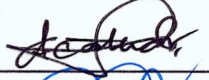

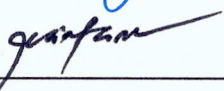
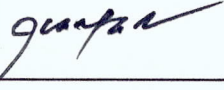

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**CLEARANCE FORM**

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Office of Assignment: <u>CENRO-SOCORRO ORIENTAL MINDORO</u> Position/SG/Step: <u>FOREST RANGER/SG-04</u>			 <b>LEVELITA M. ERLANO</b> Name and Signature of Employee	
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Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
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<div style="text-align: center; margin-top: 50px;">   <b>RODEL M. BOYLES</b>          CENR OFFICER       </div>				



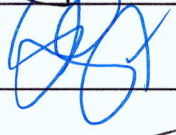
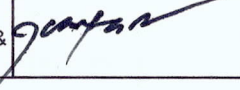

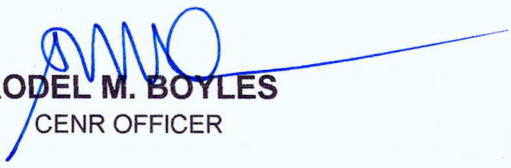


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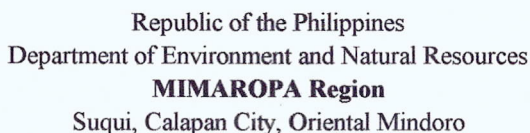
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Office of Assignment: <u>CENRO-SOCORRO ORIENTAL MINDORO</u>		 <b>LEVELITA M. ERLANO</b> Name and Signature of Employee	
Position/SG/Step: <u>FOREST RANGER/SG-04</u>			
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Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official      Signature
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<b>V CERTIFICATION</b>			
<div style="text-align: center;"> <b>RODEL M. BOYLES</b> CENR OFFICER</div>			

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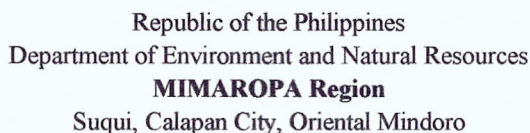




NAME:	<b>LEVELITA</b> (Name)	<b>DATAY MADRIGAL</b> (M.I.)	<b>ERLANO</b> (Surname)	(If married woman also full maiden name)
BIRTH:	<b>December 01, 1962</b> (Date)	<b>Pasi, Socorro, Oriental Mindoro</b> (Place)		(Date herein should be checked from birth or baptismal certificate or other reliable documents).

SERVICE		RECORD OF APPOINTMENT			OFFICE			SEPARATION	
Inclusive Dates		Position/Designation	Status	Salary per annum	Entity or Division	Branch	L/V	Date	Cause
From	To				Place of Assignment		ABS w/o pay		
07-01-03	09-30-03	Utility Worker I	Cas.	231.00/day	DENR Region-IV, Manila	National	None	11-15-2013	Terminated under E.O. 366
10-01-03	12-31-03	-do-	-do-	231.00/day	DENR PENRO Or. Mdo.	-do-	-do-		
01-01-04	12-31-04	-do-	-do-	231.00/day	-do-	-do-	-do-		
01-01-05	06-30-07	Utility Worker I	-do-	231.00/day	-do-	-do-	-do-		
07-01-07	12-31-08	-do-	-do-	254.09/day	-do-	-do-	-do-		
01-01-09	06-23-10	-do-	-do-	344.32/day	-do-	-do-	-do-		
06-24-10	05-31-11	-do-	-do-	344.32/day	-do-	-do-	-do-		
06-01-11	05-31-12	-do-	-do-	344.32/day	-do-	-do-	-do-		
06-01-12	11-14-13	-do-	-do-	108,000.00	-do-	-do-	-do-		
10-01-15	12-31-15	Forest Ranger	Perm.	134,172.00	-do-	-do-	-do-		
01-01-16	12-31-16	-do-	-do-	139,896.00	-do-	-do-	-do-		
01-01-17	12-31-17	-do-	-do-	145,860.00	-do-	-do-	-do-		
01-01-18	09-30-18	-do-	-do-	152,088.00	-do-	-do-	-do-		
10-01-18	12-31-18	-do-	-do-	153,336.00	-do-	-do-	-do-		
01-01-19	12-31-19	-do-	-do-	159,792.00	-do-	-do-	-do-		
01-01-20	12-31-20	-do-	-do-	166,968.00	-do-	-do-	-do-		
01-01-21	09-30-21	-do-	-do-	174,132.00	-do-	-do-	-do-		
10-01-21	12-31-21	-do-	-do-	175,464.00	-do-	-do-	-do-		
01-01-22	12-31-22	-do-	-do-	182,688.00	-do-	-do-	-do-	01-01-23	Opt. Retirement

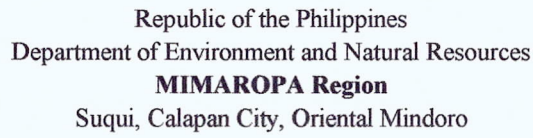
Chief, Management Services Division



(To be accomplished by Employee)

Chief, Management Services Division





(To be accomplished by Employee)


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

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX <b>NOTHING FOLLOWS</b> XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
<p><b>NOTE:</b> This certification is issued upon the request of <b>Mr. Erlano</b> for whatever legal purpose it may serve her.</p>

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58 dated August 10, 1954 of the Government.

**CERTIFIED CORRECT:**

Date \_\_\_\_\_

  
MARICEL V. SUPLEO  
Chief, Management Services Division



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

0259736 -10

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

This certifies that our records show that as of 25 August 2022, **LEVELITA MADRIGAL ERLANO**, Department of Environment and Natural Resources, **PENRO**, Calapan City, Oriental Mindoro, has NO PENDING CRIMINAL AND ADMINISTRATIVE CASES with the Office of the Ombudsman.

Issued on **26 August 2022** upon the request of **LEVELITA MADRIGAL ERLANO** 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#:6863792 / P150.00 / 2022-08-15**  
**CONTROL NO. 22-259736-10**

/JTV

*WE PROTECT*





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

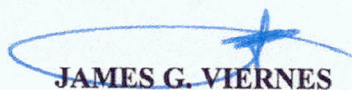
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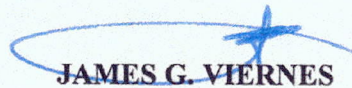
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Republic of the Philippines)  
Province of Oriental Mindoro ) S.S  
Calapan City, Oriental Mindoro)

## AFFIDAVIT OF NO PENDING CRIMINAL INVESTIGATION OR PROSECUTION

That I, **LEVELITA M. ERLANO** of legal age, married, Filipino and resident of Pasi II, Socorro, Oriental Mindoro under oath depose and say;


1. That I am a former Employee of DENR-CENRO Socorro, Oriental Mindoro, Municipality of Socorro, Oriental Mindoro;
2. That the undersigned undertake that there was no pending criminal case pursuant to R.A 3019;
3. That I freely and voluntary execute this affidavit to affirm on oath to the above-mentioned statement;

**AFFIANT SAYETH NAUGHT:**

  
**LEVELITA M. ERLANO**  
Affiant

SUBSCRIBED AND SWORN TO before me this of JAN 03 2023 2023  
Calapan City, Oriental Mindoro, Philippines. Affiant exhibited to me SDG-0099-1034-5/UN  
issued by OSCA-Calapan City, Oriental Mindoro.

Doc. No. 21 ;  
Page No. 21 ;  
Book No. 07 ;  
Series of 2023.

  
**ATTY. JOAQUIN M. ESCALA, RCE**  
Notary Public until December 31, 2024  
Office Address at Calawang, Lumangbayan, Calapan City, Oriental Mindoro  
Roll Number: 74545- July 13, 2020  
PTR No: 1024114A- Calapan City, Or. Mdo.  
IBP OR No: 239029- IBP Main Office  
Notarial Commission No: NP-22-244  
MCLE Compliance No: VII-0007805- April 14, 2025



Republic of the Philippines)  
Province of Oriental Mindoro ) S.S  
Calapan City, Oriental Mindoro)

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**AFFIANT SAYETH NAUGHT:**

  
**LEVELITA M. ERLANO**  
Affiant

SUBSCRIBED AND SWORN TO before me this of JAN 03 2023 2023  
Calapan City, Oriental Mindoro, Philippines. Affiant exhibited to me \_\_\_\_\_  
issued by OSCA-Calapan City, Oriental Mindoro.

Doc. No. 99 ;  
Page No. 21 ;  
Book No. 07 ;  
Series of 2023.

  
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 **REPUBLIC OF THE PHILIPPINES**  
Unified Multi-Purpose ID


CRN-006-0099-1934-5



SURNAME  
ERLANO  
GIVEN NAME  
LEVELITA  
MIDDLE NAME  
MADRIGAL  
SEX: F DATE OF BIRTH: 1962/12/01  
PASI I SOCORRO HINDORO  
ORIENTAL PHL 5207



  **VISA**

4748 4451 0291 8436 290 

VALID THRU 11/28  
AC 5107151194

 **LANDBANK** **BancNet** 

FOR GSIS TELESERVICE CALL 1-800-947-4747 (SLOBS) 1-800-10-847-4747 (SMARTPLDT)

RC 01.440.2.33  05/18 ALL CARD 5719



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RC 81.440.2.33  05/15 ALLCARD 5719



**ENR MOWEL FOUNDATION INC.**  
**APPLICATION FOR PREMIUM REFUND**

Name of Claimant: **LEVELITA M. ERLANO**

Former Place of Assignment (Office/Division):

**DENR-CENRO SOCORRO**

Supporting documents: (to be attached to claim application)

- Endorsed by Head of Office/RD/PENRO/CENRO
- Retirement Voucher
- Certification on money, property and work accountabilities
- Certificate of Remittances



Signature of Claimant

**ENR MOWEL FOUNDATION INC.**  
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