



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

March 14, 2023

**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**

<b>DENR MIMAROPA RECORDS SECTION RECEIVED</b>	
MAR 17 2023	
<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY: _____	DATS NO. _____
TIME: _____	

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 L. VALLE





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

Name : Leo G. Capon  
Position : Dev't. Mgt. Officer IV  
Office : DENR PENRO ORIENTAL MINDORO

Effective Date: Jan. 1, 2023  
Purpose: Optional Retirement

## 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 via 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 - c/o PENRO
- ☒ Xerox UMID Card
- ☒ Sworn/Affidavit/Statement for the delay in the filing of claims

### In Case of Death

- ☒ N/A Death Certificate (Original)
- ☒ N/A Marriage Certificate (if married)
- ☒ N/A Birth Certificate of Children
- ☒ N/A 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 - no follow
- ☐ Marriage Contract if married

02/11/2023

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

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

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

ACCRUALS FROM 01/01/2023 TO 02/28/2023 AT 59,354.81 118,709.62

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

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



02/11/2023

GOVERNMENT SERVICE INSURANCE  
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	DATE OF RETIREMENT : 01/01/2023
5207	POLICY NO. : LP62090501149
LAST EMPLOYER: DENR, PENRO CALAPAN	PERIODS W/ PAID PREMIUMS : 33.60034142
SUQUI CALAPAN CITY ORIENTAL MINDORO 5200	
04B PH	

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ACCRUALS FROM	01/01/2023 TO 02/28/2023 AT 59,354.81	118,709.62
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LESS:

CNL 53,102.74

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

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PROCEEDS CREDITED TO:

NAME: LEO G CAPON	PRN: 230001168916	1,133,993.46
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LEVI S. OLIVERA  
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 - TEM  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200  
RETIREMENT PROCEEDS DATA SHEET  
RA 8291

02/11/2023

BP NO : 200Q905558  
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 : 118,709.62  
GROSS BENEFIT : 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 B. 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 S M

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 &amp; DEDUCTIONS

NAME : LEO G. CAPON  
 ADDRESS : BRGY PASI I SOCORRO MINDORO ORIENTAL 5207  
 BP NO. : 2000905558  
 ID NO. : 62090501149  
 RET DATE : 01/01/2023  
 RET NO. : RA 8291RC050021710

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	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	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	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
		0.00	53,102.74	53,102.74
T O T A L S				



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.

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.  
MANAG 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 — EM  
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
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5207	POLICY NO. : LP62090501149
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NAME: LEO G CAPON	PRN: 230001168916	1,133,993.46
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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

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AUDITOR'S REPRESENTATIVE

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AUDITOR

GOVERNMENT SERVICE INSURANCE EM  
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

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CLAIMS PROCESSOR

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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 SY

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			
	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 SYS

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
	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
T O T A L S		0.00	53,102.74	53,102.74

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:

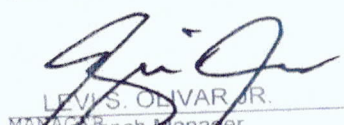
PLEASE BE INFORMED THAT YOUR APPLICATION FOR RETIREMENT UNDER RA 8291, EFFECTIVE 01/01/2023 AT AGE 60.00 YRS. HAS BEEN APPROVED BY THIS OFFICE. THIS APPROVAL WILL ALSO SERVE AS CLEARANCE FROM GSIS FOR PAYMENT OF YOUR TERMINAL LEAVE AND OTHER BENEFITS PAYABLE BY YOUR EMPLOYER.

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.

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 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  
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	DATE OF RETIREMENT : 01/01/2023
5207	POLICY NO. : LP62090501149
LAST EMPLOYER: DENR, PENRO CALAPAN	PERIODS W/ PAID PREMIUMS : 33.60034142
SUQUI CALAPAN CITY ORIENTAL MINDORO 5200	
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
---------------	---------------------------------------	--------------

ACCRUALS FROM	01/01/2023 TO 02/28/2023 AT 59,354.81	118,709.62
---------------	---------------------------------------	------------

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
-------------------	-------------------	--------------

CERTIFIED CORRECT:

MARIEL C. ACLAN  
OFFICER III

APPROVED FOR PAYMENT

LEVI S. OLIVERA  
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 EM  
BATANGAS REGIONAL OFFICE  
ALANGILAN, BATANGAS CITY 4200  
RETIREMENT PROCEEDS DATA SHEET  
RA 8291

02/11/2023

BP NO : 2000905558	RET NO : RA 8291R0050021710
NAME : LEO G. CAPON	REF CLAIM NO. : RA 8291R005002171022002302
OFFICE : DENR, PENRO CALAPAN	POLICY NO. : LP62090501149
	ID NO. : 62090501149
SUQUI CALAPAN CITY ORIENTAL	MAIL/ADDR : BRGY PASI I SOCORRO MINDOR
MINDORO 5200 04B PH	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 : 118,709.62  
GROSS BENEFIT : 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 :

Marvin E. Mercado  
CLAIMS PROCESSOR

JENIFER S. MIRANDA  
STAFF OFFICER III-EO HEAD

RECOMMENDING APPROVAL :

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 SY

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 SYS

BATANGAS

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

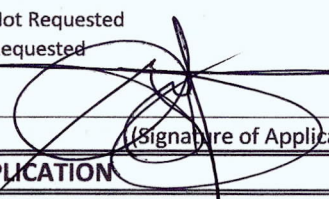


NAME : LEO G. CAPON BP NO. : 2000905558  
 ADDRESS : BRGY PASI I SOCORRO MINDORO ORIENTAL 5207 ID NO. : 62090501149  
 RET DATE : 01/01/2023  
 RET NO. : RA 8291R0050021710

DESCRIPTION		CREDIT	DEDUCTION	BALANCE
	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	53,102.74	53,102.74



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) <b>CAPON</b> (First) <b>LEO</b> (Middle) <b>G.</b>												
3. DATE OF FILLING _____	4. POSITION <b>DEV'T. MGT. OFFICER IV</b> 5. SALARY <b>PhP</b>												
6. DETAILS OF APPLICATION													
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> <b>Vacation Leave</b> (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Mandatory/Forced Leave</b> (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Sick Leave</b> (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Maternity Leave</b> (R.A. No. 11210/IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> <b>Paternity Leave</b> (R.A. No. 8187/CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> <b>Special Privilege Leave</b> (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Solo Parent Leave</b> (RA No. 8972/CSC MC No. 8, s. 2004) <input type="checkbox"/> <b>Study Leave</b> (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>10-Day VAWC Leave</b> (RA No. 9262/CSC MC No 15, s. 2005) <input type="checkbox"/> <b>Rehabilitation Privilege</b> (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Special Leave Benefits for Women</b> (RA No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> <b>Special Emergency (Calamity) Leave</b> (CSC MC No. 2, s. 2012 as amended) <input type="checkbox"/> <b>Adaptation Leave</b> (RA No. 8552)  <i>Others:</i> _____	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   (Signature of Applicant)												
7. DETAILS OF ACTION ON APPLICATION													
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td><b>Total Earned</b></td><td></td><td></td></tr><tr><td><b>Less this application</b></td><td></td><td></td></tr><tr><td><b>Balance</b></td><td></td><td></td></tr></tbody></table>  <b>BUENA P. FLORIDA</b> Administrative Officer IV		Vacation Leave	Sick Leave	<b>Total Earned</b>			<b>Less this application</b>			<b>Balance</b>			7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  _____  _____   <b>ALAN L. VALLE</b> OIC, PENRO
	Vacation Leave	Sick Leave											
<b>Total Earned</b>													
<b>Less this application</b>													
<b>Balance</b>													
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

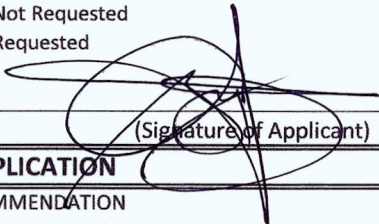
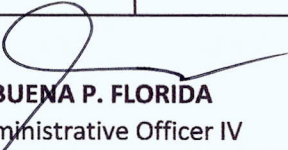
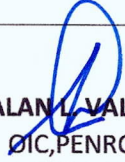
APPLICATION FOR LEAVE

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	Vacation Leave	Sick Leave											
<b>Total Earned</b>													
<b>Less this application</b>													
<b>Balance</b>													
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>CAPON LEO G.</b>												
3. DATE OF FILLING	4. POSITION <b>DEV'T. MGT. OFFICER IV</b> 5. SALARY <b>Php</b>												
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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:  _____  _____												



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:	CAPON	LEO	G.	POSITION:	DMO IV
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	DENR-CENRO Socorro
ADDRESS:	PASI I,	SOCORRO		OFFICE ADDRESS:	Pasi II, Socorro
	(Family Name)	(First Name)	(M.I.)		
SPOUSE:	ROVIRA-CAPON	MICHELLE	M.	POSITION:	
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	
	ORIENTAL	MINDORO		OFFICE ADDRESS:	
					ORIENTAL MINDORO

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	KIND	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION	MODE	COST
(e.g. lot, house and improvements)	(e.g. residential, commercial, industrial, agricultural and mixed use)			(As found in the Tax Declaration of Real Property)	YEAR		
Lot	RESIDENTIAL	PASI I, SOCORRO	16,960.00	84,800.00	1997	Purchased	40,000.00
House	RESIDENTIAL	PASI I, SOCORRO	22,350.00	223,464.81	2000	Purchased	250,000.00

Subtotal:

290,000.00

b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
FURNITURE AND FIXTURES	MULTI-YEAR STARTING 1994	50,000.00
ELECTRONIC DEVICES AND APPLIANCES	MULTI-YEAR STARTING 1994	60,000.00
BANK DEPOSIT	MULTI-YEAR STARTING 1994	150,000.00
LIFE PLAN (ST. PETER)	2015	66,000.00
SUZUKI ERTIGA 2015 MODEL WITH PLATE NUMBER NCH7895	2016	665,000.00

Subtotal : 991,000.00

TOTAL ASSETS (a+b): 1,281,000.00

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

Michelle Capon



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:	CAPON	LEO	G.	POSITION:	DMO IV
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	DENR-CENRO Socorro
ADDRESS:	PASI I,	SOCORRO		OFFICE ADDRESS:	Pasi II, Socorro
	ORIENTAL	MINDORO			ORIENTAL MINDORO
SPOUSE:	ROVIRA-CAPON	MICHELLE	M.	POSITION:	n/a
	(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	
Lot	RESIDENTIAL	PASI I, SOCORRO	16,960.00	84,800.00	1997	Purchased	40,000.00
House	RESIDENTIAL	PASI I, SOCORRO	22,350.00	223,464.81	2000	Purchased	250,000.00

Subtotal: 290,000.00

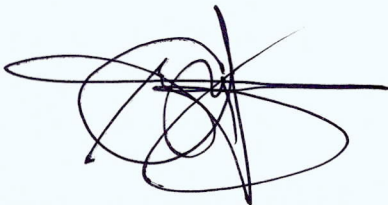
b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
FURNITURE AND FIXTURES	MULTI-YEAR STARTING 1994	50,000.00
ELECTRONIC DEVICES AND APPLIANCES	MULTI-YEAR STARTING 1994	60,000.00
BANK DEPOSIT	MULTI-YEAR STARTING 1994	150,000.00
LIFE PLAN (ST. PETER)	2015	66,000.00
SUZUKI ERTIGA 2015 MODEL WITH PLATE NUMBER NCH7895	2016	665,000.00

Subtotal : 991,000.00

TOTAL ASSETS (a+b): 1,281,000.00

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Michelle Capon





*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.:

**LEO G. CAPON**

Mr./Mrs./Ms.

*Kayo ay nahirang na* **DEVELOPMENT MANAGEMENT OFFICER IV (SG-22)** *na*  
You are hereby appointed as

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

*sa pasahod na* **FIVE HUNDRED ELEVEN THOUSAND AND EIGHT HUNDRED TWENTY FOUR** *piso.*  
with a compensation rate of (Php 511,824.00) 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* **PROMOTION** *bilang kapalit ni*  
This appointment is (Original, Promotion, etc) vice

**N/A** *na* **N/A** *at ayon sa Plantilya*  
who (Transferred, Retired, etc.) and in accordance with

*Aytem Blg.* **OSEC-DENRB-DMO4-71-2014** *Pahina* **N/A**  
Item No. Page

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

APPROVED AS PERMANENT:

**JACINTO C. MATEO III**  
Director II

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

*Sumasainyo,*  
Very truly yours,

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

**JAN 06 2016**

**Petsa**  
Date

**SEP 04 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.: **LEO G. CAPON**  
Mr./Mrs./Ms.

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**JAN 06 2016**

**Petsa**  
Date

**SEP 04 2015**

**Petsa ng Pagpirma**  
Date of Signing



## NOTICE OF SALARY ADJUSTMENT

DATE: February 2, 2022

MR. LEO G. CAPON  
DENR-CENRO Socorro  
Pasi II, Socorro, Oriental Mindoro

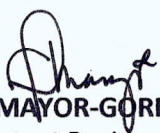


Sir:

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>22</u> Step: <u>03</u> | PhP 72,113.00 |
| 2. Actual monthly salary as of December 31, 2021;<br>SG: <u>22</u> Step: <u>03</u>                                           | PhP 70,565.00 |
| 3. Monthly salary adjustment, effective January 01, 2022, (1-2)                                                              | PhP 1,548.00  |

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: Development Management Officer IV

Salary Grade: 22

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

And/or Plantilla of Personnel: OSEC-DENRB-DMO4-71-2014

Copy furnished: GSIS

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DENR-CENRO Socorro  
Pasi II, Socorro, Oriental Mindoro

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|------------------------------------------------------------------------------------------------------------------------------|-----|-----------|
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Assistant Regional Director  
for Management Services  
 

Position Title: Development Management Officer IV

Salary Grade: 22

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

And/or Plantilla of Personnel: OSEC-DENRB-DMO4-71-2014

Copy furnished: GSIS

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

Position Title: Development Management Officer IV

Salary Grade: 22

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

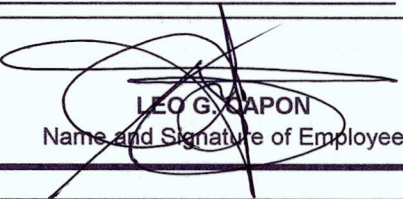
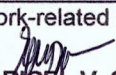
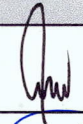
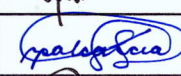
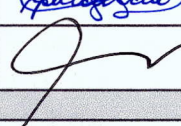
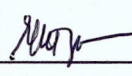
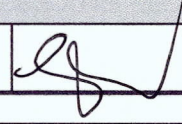


And/or Plantilla of Personnel: OSEC-DENRB-DMO4-71-2014

Copy furnished: GSIS



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

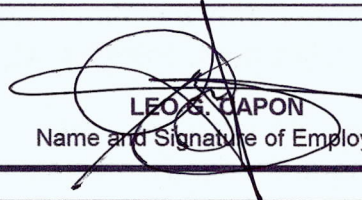
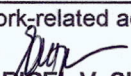
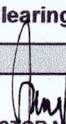
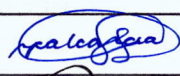
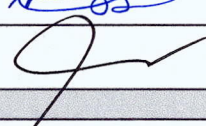
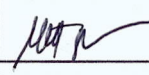
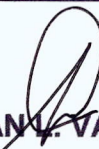
(Instructions at the back)

<b>I   PURPOSE</b>				
<div style="float: right; text-align: center;"> <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> Position/SG/Step: <u>DEVELOPMENT MGT. OFFICER IV/SG 22/53</u>	 <b>LEO G. CAPON</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 W. 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> <div style="text-align: center; margin-top: 20px;">   <b>ALAN L. VALLE</b>  OIC-PENRO </div>				

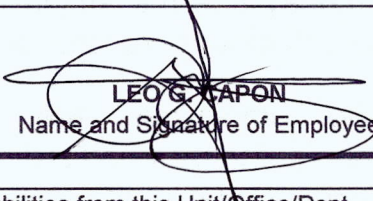


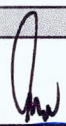
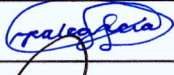
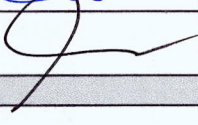
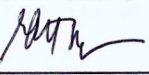



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
CLEARANCE FORM

(Instructions at the back)


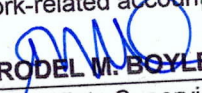
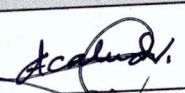

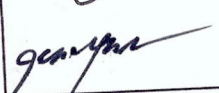
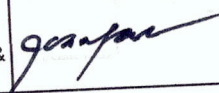
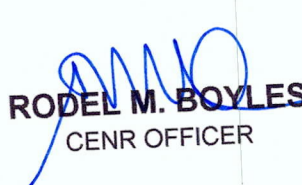
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TO: <b>DENR-PENRO ORIENTAL MINDORO</b>				<b>DEC 15 2022</b> Date of Application
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Office of Assignment: <u>DENR CENRO Socorro, Oriental Mindoro</u>			 <b>LEO S. DAPON</b> Name and Signature of Employee	
Position/SG/Step: <u>DEVELOPMENT MGT. OFFICER IV/SG 22/53</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>NOEME P. ALCANCIA</b> In-charge, General Records Unit	
c Personnel Unit			<b>BUENA P. FLORIDA</b> Administrative Officer IV	
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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>				
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<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
<b>V   CERTIFICATION</b>				
 <b>ALAN V. VALLE</b> OIC-PENRO				

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


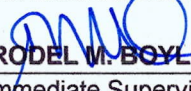
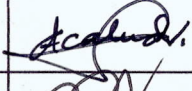
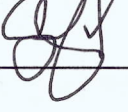
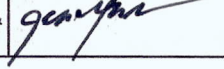
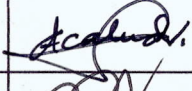
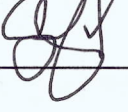
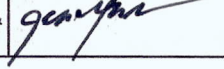
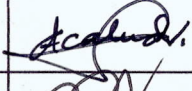
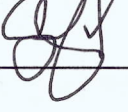
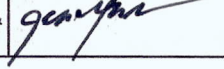
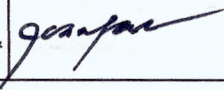
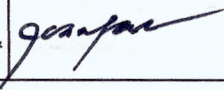
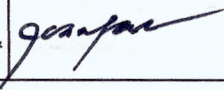

<b>I   PURPOSE</b>				
TO: <b>DENR-PENRO ORIENTAL MINDORO</b>			<b>DEC 15 2022</b> Date of Application	
I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other 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>LEO G. CAPON</b> Name and Signature of Employee	
Position/SG/Step: <u>DEVELOPMENT MGT. OFFICER IV/SG 22/53</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	..	..	<b>MARICEL V. SUPLEO</b> PENRO Accountant	
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>				
 <b>ALAN L. VALLE</b> OIC-PENRO				



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

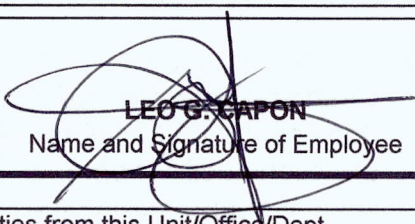
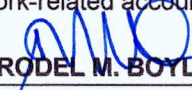
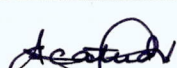
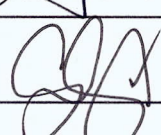
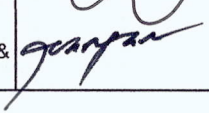


<b>I PURPOSE</b>		<b>DEC 01 2022</b> Date of Application	
<b>TO: DENR-PENRO ORIENTAL MINDORO</b>			
I hereby apply for clearance from money, property and work-related accountabilities for:			
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:		Please specify: _____	
<input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Leave			
Effectivity/Inclusive Period: <u>January 01, 2023</u>			
Office of Assignment: <b>CENRO-SOCORRO ORIENTAL MINDORO</b>		 <b>LEO G. GAPON</b> Name and Signature of Employee	
Position/SG/Step: <b>DEVELOPMENT MANAGEMENT OFFICER IV/SG-22</b>			
<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>RODEL M. BOYLES</b> Immediate Supervisor			
<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	✓		ADRIAN V. CATUD Forest Tech. I/In-Charge, GSS 
b. Records Unit	/		MARJORIE JOYCE S. ACUZAR Admin. Officer I/Records Officer 
c. Personnel Unit	✓		RAYSON C. ALFANTE ECOMS I/Chief, Administrative, Planning & Management Support Section 
<b>IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>			
a. Internal Affairs Office/Legal Affairs Office	✓		RAYSON C. ALFANTE 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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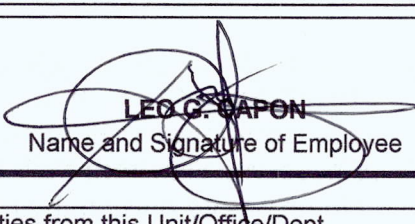
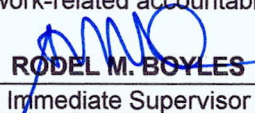

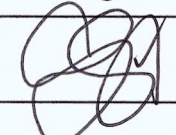
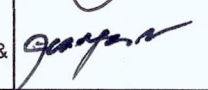

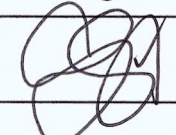
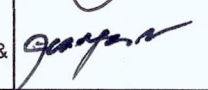

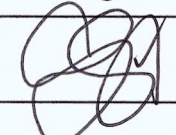
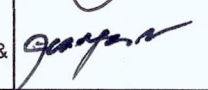




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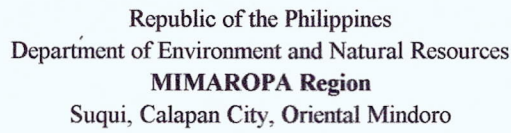
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
**CLEARANCE FORM**  
(Instructions at the back)

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<div style="float: right;"><b>DEC 01 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 01, 2023</u>				
Office of Assignment: <b>CENRO-SOCORRO ORIENTAL MINDORO</b> Position/SG/Step: <b>DEVELOPMENT MANAGEMENT OFFICER IV/SG-22</b> <div style="text-align: right; margin-top: 10px;"> <b>LEO G. RAPON</b> Name and Signature of Employee</div>				
<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: 20px;"> <b>RODEL M. BOYLES</b> Immediate Supervisor</div>				
<b>III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
	Cleared	Not Cleared		Signature
1. Administration Sector				
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	
<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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<b>I PURPOSE</b>																													
<div style="text-align: right; margin-bottom: 10px;"><u>DEC 01 2022</u> Date of Application</div> <p><b>TO: DENR-PENRO ORIENTAL MINDORO</b></p> <p>I hereby apply for clearance from money, property and work-related accountabilities for:</p> <p>Purpose: <input checked="" 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: _____</p> <p>Effectivity/Inclusive Period: <u>January 01, 2023</u></p>																													
<p>Office of Assignment: <b>CENRO-SOCORRO ORIENTAL MINDORO</b></p> <p>Position/SG/Step: <b>DEVELOPMENT MANAGEMENT</b> <b>OFFICER IV/SG-22</b></p> <div style="text-align: right; margin-top: 10px;"> <b>LEO C. SAPON</b> Name and Signature of Employee</div>																													
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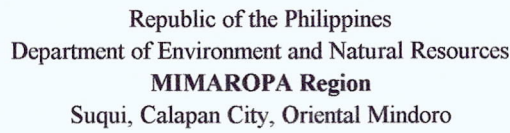


NAME:	<u>LEO</u> (Name)	<u>G.</u> (M.I.)	<u>CAPON</u> (Surname)	(If married woman also full maiden name)
BIRTH:	<u>September 05, 1962</u> (Date)	<u>Davao del Norte</u> (Place)		(Date herein should be checked from birth or baptismal certificate or other reliable documents).

SERVICE Inclusive Dates		RECORD OF APPOINTMENT			OFFICE			SEPARATION	
		Position/Designation	Status	Salary per annum	Entity or Division Place of Assignment	Branch	L/V ABS w/o pay	Date	Cause
05-22-89	06-30-89	Forester	Prob.	21,336.00	DENR-PENRO Or. Mdo.	National	None		
07-01-89	11-29-89	Forester I	-do-	39,708.00	-do-	-do-	-do-		
11-30-89	05-21-92	-do-	Perm.	39,708.00	-do-	-do-	-do-		
05-22-92	12-31-93	-do-	-do-	40,104.00	-do-	-do-	-do-		
01-01-94	12-31-94	-do-	-do-	48,504.00	-do-	-do-	-do-		
01-01-95	05-21-95	-do-	-do-	60,504.00	-do-	-do-	-do-		
05-22-95	12-31-95	-do-	-do-	60,900.00	-do-	-do-	-do-		
01-01-96	12-31-96	-do-	-do-	75,708.00	-do-	-do-	-do-		
01-01-97	10-31-97	-do-	-do-	95,352.00	-do-	-do-	-do-		
11-01-97	05-21-98	-do-	-do-	114,996.00	-do-	-do-	-do-		
05-22-98	12-31-99	-do-	-do-	117,864.00	-do-	-do-	-do-		
01-01-00	05-21-01	-do-	-do-	129,648.00	-do-	-do-	-do-		
05-22-01	06-30-01	-do-	-do-	132,900.00	-do-	-do-	-do-		
07-01-01	01-01-03	-do-	-do-	139,548.00	-do-	-do-	-do-		
01-02-03	01-01-06	Eco. Mgt Specialist II	-do-	159,600.00	-do-	-do-	-do-		
01-02-06	06-30-07	-do-	-do-	163,584.00	-do-	-do-	-do-		
07-01-07	06-30-08	-do-	-do-	179,940.00	-do-	-do-	-do-		
07-01-08	01-01-09	-do-	-do-	197,928.00	-do-	-do-	-do-		
01-02-09	06-30-09	-do-	-do-	202,884.00	-do-	-do-	-do-		
07-01-09	06-23-10	-do-	-do-	228,480.00	-do-	-do-	-do-		
06-24-10	05-31-11	-do-	-do-	254,064.00	-do-	-do-	-do-		
06-01-11	01-01-12	-do-	-do-	279,660.00	-do-	-do-	-do-		
01-02-12	05-31-12	-do-	-do-	283,452.00	-do-	-do-	-do-		
06-01-12	12-15-14	-do-	-do-	308,616.00	-do-	-do-	-do-		
12-16-14	01-01-15	-do-	-do-	312,000.00	-do-	-do-	-do-		
01-02-15	09-03-15	-do-	-do-	315,432.00	-do-	-do-	-do-		
09-04-15	12-31-15	Dev't. Mgt. Officer IV	-do-	511,824.00	-do-	-do-	-do-		
01-01-16	12-31-16	-do-	-do-	569,376.00	-do-	-do-	-do-		
01-01-17	12-31-17	-do-	-do-	633,396.00	-do-	-do-	-do-		
01-01-18	09-03-18	-do-	-do-	704,604.00	-do-	-do-	-do-		
09-04-18	12-31-18	-do-	-do-	715,164.00	-do-	-do-	-do-		
01-01-19	12-31-19	-do-	-do-	796,620.00	-do-	-do-	-do-		
01-01-20	12-31-20	-do-	-do-	815,196.00	-do-	-do-	-do-		
01-01-21	09-03-21	-do-	-do-	833,772.00	-do-	-do-	-do-		
09-04-21	12-31-21	-do-	-do-	846,780.00	-do-	-do-	-do-		
01-01-22	12-31-22	-do-	-do-	865,356.00	-do-	-do-	-do-	01-01-23	Opt. Retirement

  
MARICEL V. SUPLEO  
Chief, Mgt. Services Division






NAME:	<u>LEO</u> (Name)	<u>G.</u> (M.I.)	<u>CAPON</u> (Surname)	(If married woman also full maiden name)
BIRTH:	<u>September 05, 1962</u> (Date)	<u>Davao del Norte</u> (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		
05-22-89	06-30-89	Forester	Prob.	21,336.00	DENR-PENRO Or. Mdo.	National	None		
07-01-89	11-29-89	Forester I	-do-	39,708.00	-do-	-do-	-do-		
11-30-89	05-21-92	-do-	Perm.	39,708.00	-do-	-do-	-do-		
05-22-92	12-31-93	-do-	-do-	40,104.00	-do-	-do-	-do-		
01-01-94	12-31-94	-do-	-do-	48,504.00	-do-	-do-	-do-		
01-01-95	05-21-95	-do-	-do-	60,504.00	-do-	-do-	-do-		
05-22-95	12-31-95	-do-	-do-	60,900.00	-do-	-do-	-do-		
01-01-96	12-31-96	-do-	-do-	75,708.00	-do-	-do-	-do-		
01-01-97	10-31-97	-do-	-do-	95,352.00	-do-	-do-	-do-		
11-01-97	05-21-98	-do-	-do-	114,996.00	-do-	-do-	-do-		
05-22-98	12-31-99	-do-	-do-	117,864.00	-do-	-do-	-do-		
01-01-00	05-21-01	-do-	-do-	129,648.00	-do-	-do-	-do-		
05-22-01	06-30-01	-do-	-do-	132,900.00	-do-	-do-	-do-		
07-01-01	01-01-03	-do-	-do-	139,548.00	-do-	-do-	-do-		
01-02-03	01-01-06	Eco. Mgt Specialist II	-do-	159,600.00	-do-	-do-	-do-		
01-02-06	06-30-07	-do-	-do-	163,584.00	-do-	-do-	-do-		
07-01-07	06-30-08	-do-	-do-	179,940.00	-do-	-do-	-do-		
07-01-08	01-01-09	-do-	-do-	197,928.00	-do-	-do-	-do-		
01-02-09	06-30-09	-do-	-do-	202,884.00	-do-	-do-	-do-		
07-01-09	06-23-10	-do-	-do-	228,480.00	-do-	-do-	-do-		
06-24-10	05-31-11	-do-	-do-	254,064.00	-do-	-do-	-do-		
06-01-11	01-01-12	-do-	-do-	279,660.00	-do-	-do-	-do-		
01-02-12	05-31-12	-do-	-do-	283,452.00	-do-	-do-	-do-		
06-01-12	12-15-14	-do-	-do-	308,616.00	-do-	-do-	-do-		
12-16-14	01-01-15	-do-	-do-	312,000.00	-do-	-do-	-do-		
01-02-15	09-03-15	-do-	-do-	315,432.00	-do-	-do-	-do-		
09-04-15	12-31-15	Dev't. Mgt. Officer IV	-do-	511,824.00	-do-	-do-	-do-		
01-01-16	12-31-16	-do-	-do-	569,376.00	-do-	-do-	-do-		
01-01-17	12-31-17	-do-	-do-	633,396.00	-do-	-do-	-do-		
01-01-18	09-03-18	-do-	-do-	704,604.00	-do-	-do-	-do-		
09-04-18	12-31-18	-do-	-do-	715,164.00	-do-	-do-	-do-		
01-01-19	12-31-19	-do-	-do-	796,620.00	-do-	-do-	-do-		
01-01-20	12-31-20	-do-	-do-	815,196.00	-do-	-do-	-do-		
01-01-21	09-03-21	-do-	-do-	833,772.00	-do-	-do-	-do-		
09-04-21	12-31-21	-do-	-do-	846,780.00	-do-	-do-	-do-		
01-01-22	12-31-22	-do-	-do-	865,356.00	-do-	-do-	-do-	01-01-23	Opt. Retirement

[illegible]

  
MARICEL V. SUPLEO  
Chief, Mgt. Services Division









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

0259813 -2

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

This certifies that our records show that as of 18 August 2022, **LEO GALO CAPON**, 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 **25 August 2022** upon the request of **LEO GALO CAPON** for whatever legal purposes it may serve.

BY AUTHORITY OF THE OMBUDSMAN

**ATTY. MARY SUSAN S. GUILLERMO**  
DSP/Acting Assistant Ombudsman  
Public Assistance and Corruption Prevention Office

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

OR#:6863788 / P150.00 / 2022-08-15  
CONTROL NO. 22-259813-2  
/LFC

*WE PROTECT*





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

0259813 -2

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

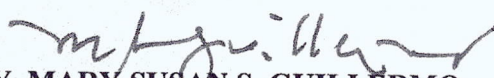
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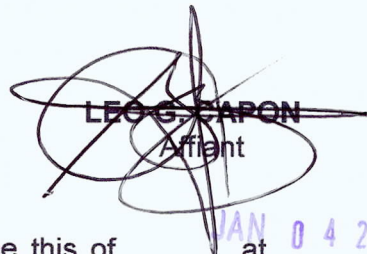
Republic of the Philippines)  
Province of Oriental Mindoro ) S.S  
Calapan City, Oriental Mindoro)

## AFFIDAVIT OF NO PENDING CRIMINAL INVESTIGATION OR PROSECUTION

That I, **LEO G. CAPON** of legal age, married, Filipino and resident of Pasi II, Socorro, Oriental Mindoro under oath depose and say;

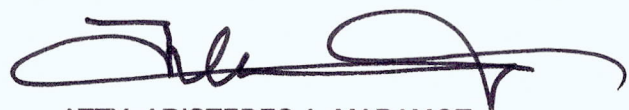
1. That I am a former Employee of DENR-CENRO Socorro, Oriental Mindoro, Municipality of Socorro, Oriental Mindoro;
2. That the undersigned undertake that there was no pending criminal case pursuant to R.A 3019;
3. That I freely and voluntary execute this affidavit to affirm on oath to the above-mentioned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

**AFFIANT SAYETH NAUGHT:**

  
**LEO G. CAPON**  
Affiant

SUBSCRIBED AND SWORN TO before me this of 04 at 04 2023 2023  
Calapan City, Oriental Mindoro, Philippines. Affiant exhibited to me DL # DLS-95-0201070 09-06-2026  
issued by LTO -Calapan City, Oriental Mindoro.

Doc. No. 405 ;  
Page No. 82 ;  
Book No. LVI ;  
Series of 2023.



ATTY. ARISTEDES A. MARAMOT  
Notary Public  
Valid until Dec. 31, 2024 NP-22-234  
PTR No. 2983571 A  
Victoria Or. Mindoro/01-03-2023  
Roll no. 41130/April 15, 1996  
IBP No. 173679 / 11-07-2022  
MCLE No. Compliance VII-0013433  
Valid until 04-14-2025

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

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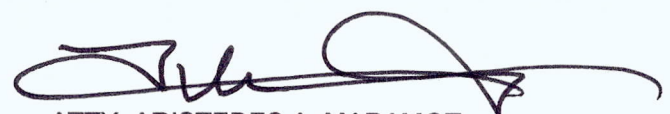
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3. That I freely and voluntary execute this affidavit to affirm on oath to the above-mentioned statement;

**AFFIANT SAYETH NAUGHT:**

  
**LEO G. CAPON**  
Affiant

SUBSCRIBED AND SWORN TO before me this of JAN 04 2023 at Victoria Oriental Mindoro  
Calapan City, Oriental Mindoro, Philippines. Affiant exhibited to me DL # D05-9S-0201070 / 04-04-2024  
issued by LTO Calapan City, Oriental Mindoro.

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SUBSCRIBED AND SWORN TO before me this of \_\_\_\_\_ at Victoria Oriental M 2023,  
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Valid until 04-14-2025











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

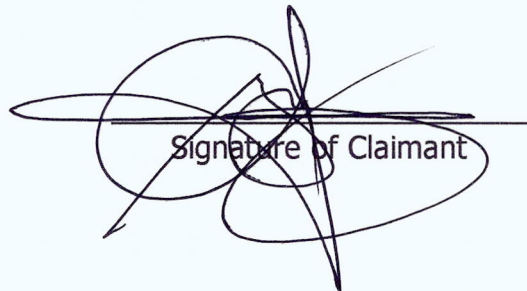
Name of Claimant: **LEO G. CAPON**

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.**  
**APPLICATION FOR PREMIUM REFUND**

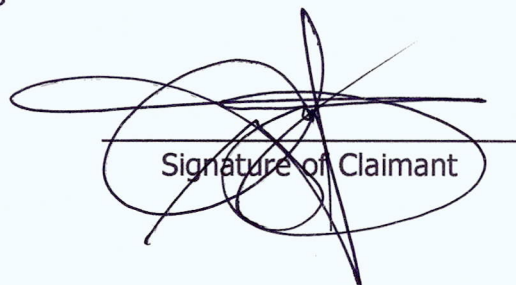
Name of Claimant : **LEO G. CPON**

Former Place of Assignment (Office/Division):

**DENR-CENRO SOCORRO**

Supporting documents: (to be attached to claim application)

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Signature of Claimant

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APPLICATION FOR PREMIUM REFUND**

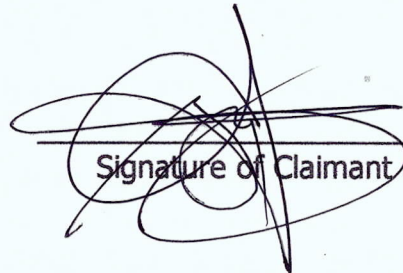
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APPLICATION FOR PREMIUM REFUND**

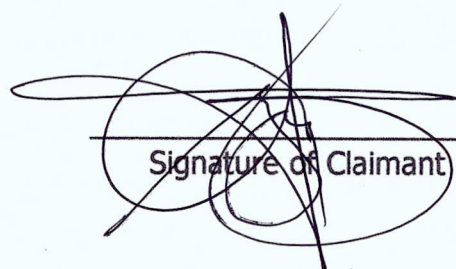
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**APPLICATION FOR PREMIUM REFUND**

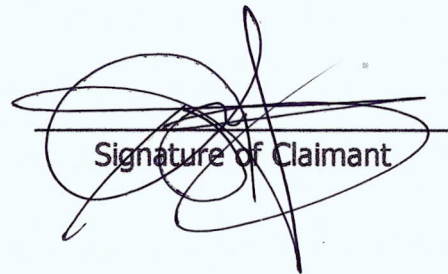
Name of Claimant: LEO G. CAPON

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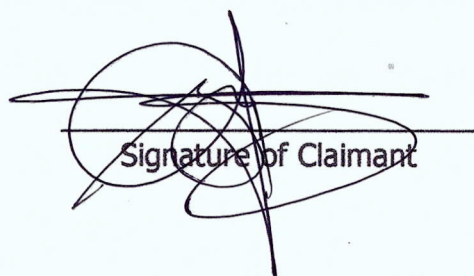
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**APPLICATION FOR PREMIUM REFUND**

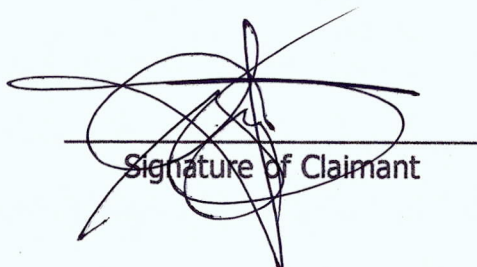
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**APPLICATION FOR PREMIUM REFUND**

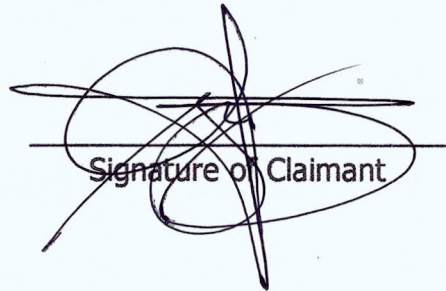
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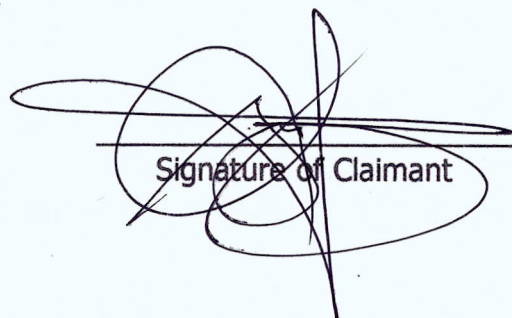
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