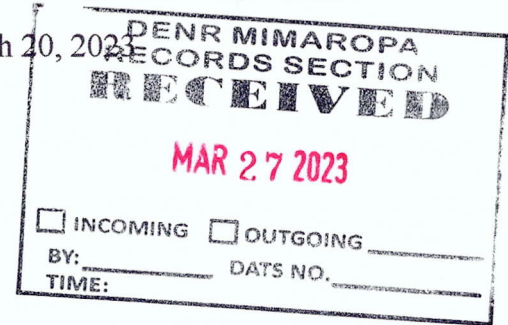




Republic of the Philippines  
**Department of Environment and Natural Resources**  
MIMAROPA Region  
**Provincial Environment and Natural Resources Office**

March 20, 2023



**MEMORANDUM**

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

**FROM : The OIC-PENR Officer**  
**Calapan City, Oriental Mindoro**

**SUBJECT : APPLICATION FOR TERMINAL LEAVE CLAIM OF**  
**ADMINISTRATIVE ASSISTANT III (C.O.II) NELSON S.**  
**SIKAT OF DENR PENRO ORIENTAL MINDORO**

Forwarded are the documents on terminal leave claim of Administrative Assistant III (Computer Operator II) Nelson S. Sikat effective January 6, 2023.

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 : **NELSON S. SIKAT** Effective Date: Jan. 6, 2023  
Position: Administrative Asst. III (C.O II) Purpose: Compulsory Retirement  
Office: DENR-PENRO Calapan City, Or. Mindoro

### LIST OF REQUIREMENTS/DOCUMENTS ATTACHED

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

- ☐ Letter of Intent - C.O R.O
- ☒ Endorsement by the Head of Office CENRO/PENRO

#### For Terminal Claim (4 copies)

- ☒ GSIS Voucher
- ☒ Application for Terminal Leave
- ☐ Certification of Leave Credits - 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 - C/O R.O
- ☒ 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 R.O
- ☒ Xerox UMID Card

#### For Mowel Fund (Refund)

- ☒ Application for Refund of Premiums
- ☐ Certificate of Contributions - TO FOLLOW