



Republic of the Philippines

Department of Environment and Natural Resources

MIMAROPA Region

Document Routing Slip

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Sender:

AP

Address:

1515 DENR By the Bay Building, Roxas Boulevard Barangay 668, Ermita, Manila

Subject:

CLEARANCE FORM OF JOSEPHINE D. ASUNCION-OPTIONAL RETIREMENT-
JANUARY 01, 2023

Addressee:

Office of the Regional Executive Director

Attachment(s):

upload/20231123_035451_daguevarra

Urgent:

No; received by Administrative Division

Date Received:

23-Nov-2023

ROUTING AND ACTION INFORMATION				
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
AD	2023-11-23 12:02	AD AP Tina 12:03	2023-11-23	Date: 2023-11-23 Status: IN From: daguevarra Message: for signature 12:02:50
	<div>DENR MIMAROPA HUMAN RESOURCES DEVELOPMENT SECTION RECEIVED BY: <i>[Signature]</i> DATE: 11/23 TIME: 4:35 pm</div>		<div><i>[Signature]</i></div> <div>ED</div> <div>11/24/23</div>	<div>- signed by ARRY-Flores.</div> <div>ED-out to GSS for signature : 11/29/23 GSS-out to Record Section for signature 1/25/24</div>

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
1515 DENR by the Bay Bldg., Roxas Boulevard, Ermita, Manila

CLEARANCE FORM

I PURPOSE				
			November 23, 2023 Date of Application	
TO: DENR MIMAROPA REGION I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: <u>OPTIONAL RETIREMENT</u> Effectivity/Inclusive Period: <u>January 1, 2024</u>				
Office of Assignment: <u>Conservation & Dev't Division</u> Position/SG/Step: <u>Administrative Aide VI (SG-06)</u>			JOSEPHINE D. ASUNCION Name and Signature of Employee	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
MARIA MELISSA L. ENDANGAN Chief, Conservation and Development Division			DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. General Services Section	✓		JOVEL M. LAMIGO Chief, General Services Section	[Signature]
b. Records Section	✓		MICHELLE B. TUYAN OIC Chief, Records Section	[Signature]
c. Personnel Section			MA. CRISTINA C. RENDORIO Chief, Personnel Section	[Signature]
2. Finance and Assets Management				
a. Accounting Section			NAZAR NORMAN S. CORTUNA Chief, Accounting Section	[Signature]
b. DENREU			ARNEL N. ASTRERA DENREU President	[Signature]
c. DREAMC			MARGIE U. OCHOA Chairman, DREAMC	[Signature]
d. PROJECT H.O.P.E			JOCELYN B. DE LAYOLA OIC Chief, Records Mgt. Division and Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E	
e. FOSLA			DIANNE LOZADA General Manager	
3. Professional and Institutional Development				
a. DENR Foreign and Local Scholarship	✓		EDNA A. TARROSA Chief, Human Resource Development	[Signature]
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Legal Division	✓		ATTY. GANDHI G. FLORES Chief, Legal Division	[Signature]
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
FELIX S. MIRASOL, JR., CESO IV OIC, Regional Executive Director				



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA REGION

MEMORANDUM


FOR : THE OIC, REGIONAL EXECUTIVE DIRECTOR
THRU : THE ARD FOR MANAGEMENT SERVICES
ATT'N : THE CHIEF
Administrative Division
FROM : ADMIN. AIDE VI JOSEPHINE D. ASUNCION
SUBJECT : **VOLUNTARY RETIREMENT**

This is to formally inform you of my intent to voluntarily retire from the position of Administrative Aide VI at the Conservation Development Division (CDD) effective January 4, 2024.

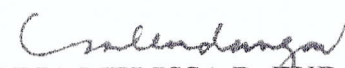
I am grateful to have had the opportunity to work with the DENR MIMAROPA Region for the past decades and to be of service to our clients and co-workers. However, my current physical condition needs urgent medical attention and long-term treatment, which hinders me from performing my duties and responsibilities in the said division.

In this regard, I am respectfully requesting that you fast-track the processing of my retirement benefits to alleviate any financial burden that the treatment may incur.

For information and consideration, please


JOSEPHINE D. ASUNCION

Noted by:


MARIA MELISSA D. ENDANGAN
Chief, Conservation and Development Division

MA'AM BUENAS,
FOR PREPARATION
OF OFFICE CLEARANCE.
FYI.

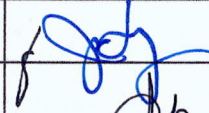
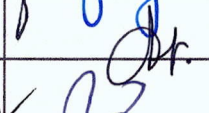
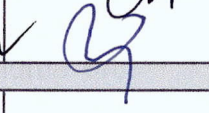
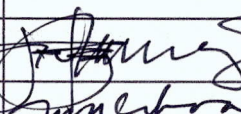
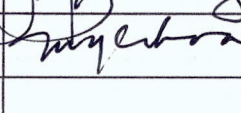
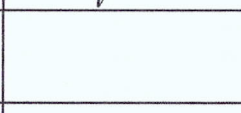
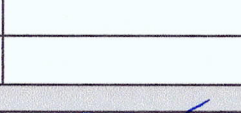
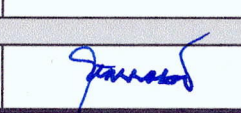
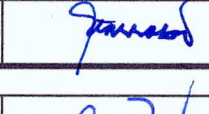
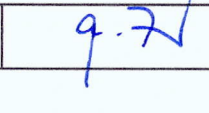
THANKS!

11/22

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MIMAROPA REGION
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c. Personnel Section <small>EXIT SALN IPCR PDS</small>			MA. CRISTINA C. RENDORIO Chief, Personnel Section	
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