

### Republic of the Philippines Department of Environment and Natural Resources MIMAROPA Region

#### **Document Routing Slip**

Document Number: I-2023-123181

Date Endocded: 23-Nov-2023

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			
	DENR MIMA HUMAN RESC DEVELOPMENT RECEIVE BY: V DATE: TIMES	OURCES SECTION	A STATE OF THE STA				
DENR MIN LEGAL REG //TIME:	AROPA REGION DIVISION ESYMB  [24] 12 9:05 A	in .	(l/m/m	- & gred by MTTY. FLOTEL.			
653	-out to	6SS f	or signal Stell For	ur e: 11/29/23 Signaturu			

## 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	2		
		Date of Application				
TO: <u>DENR MIMAROPA REGION</u>						
I hereby apply for clearance from mo	ney, property and					
	esignation		Mode of Separation:	print & Ampri		
☐ Retirement ☐ Le		Please	e specify: OPTIONAL RETIREM	<u>ENT</u>		
Effectivity/Inclusive Period: Januar	ry 1, 2024		William Market State of the Sta			
Office of Assignment: Conservation & Dev't Division						
Office of Addignitions.	3V C DIVISION	-	JOSEPHINE D. ASUN	ICIONI		
Position/SG/Step: Administrative Aid	de VI (SG-06)		Name and Signature of E			
II CLEARANCE FROM WORK-RELATED ACC			Training and Organization 5	imployee		
We hereby certify that this applicant is cle			ntabilities from this Unit/Office/Dept			
,,		lou docos	itabilities from the office office oper	•		
MARIA MELISSA L. ENDAN	IC SAI		DONNA MAYOR CORROLT CARA III			
Chief, Conservation and Developm			DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services			
	ICIT DIVISION	7,0010.	ant regional bilector for managemen	IL Services		
III CLEARANCE FROM MONEY AND PROPER	RTY ACCOUNTAB	BILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature		
Administration Sector		Cleared				
			IOVEL M LAMICO			
a. General Services Section			JOVEL M. LAMIGO Chief, General Services Section	May		
			MICHELLE B. TUYAN			
b. Records Section			OIC Chief, Records Section	M.		
EXIT SALN IPCR			MA. CRISTINA C. RENDORIO	Mi		
c. Personnel Section PDS			Chief, Personnel Section	N CA		
Finance and Assets Management		ı		1		
			NAZAR NORMAN S. CORTUNA			
a. Accounting Section			Chief, Accounting Section			
b. DENREU			ARNEL N. ASTRERA	Told the week		
D. DENINEO			DENREU President	my Chra		
c. DREAMC			MARGIE U. OCHOA Chairman, DREAMC	Juny Car ,		
			JOCELYN B. DE LAYOLA			
			OIC Chief, Records Mgt. Division and Concurrent Chairperson, TWG and			
d. PROJECT H.O.P.E			Secretariat, Project H.O.P.E			
e. FOSLA			DIANNE LOZADA  General Manager			
3. Professional and Institutional Development			Scholar manager			
	/		EDNA A. TARROSA	9		
a. DENR Foreign and Local Scholarship			Chief, Human Resource Development	tanasa		
IV CERTIFICATION OF NO PENDING ADMINIS	TRATIVE CASE:			in the second se		
			ATTY. GANDHI G. FLORES	a-21		
a. Legal Division			Chief, Legal Division	1/1/		
Control .	with pending administrative case					
with ongoing investigation (no formal charge yet)						
V   CERTIFICATION						
FELIX S. MIRASOL, JR., CESO IV OIC, Regional Executive Director						
Olo, Regional Executive Director						

### 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: <u>DENR MIMAROPA REGION</u>							
hereby apply for clearance from money, property and work-related accountabilities for:							
Purpose:   Transfer   Resignation   Other Mode of Separation:							
☐ Retirement ☐ Leave Please specify: OPTIONAL RETIREMENT							
Effectivity/Inclusive Period: January 1, 2024							
Office of Assignments Community & D. M. D.							
Office of Assignment: Conservation & Dev't Div	/ision	IOSERIJAJE D. AGUNGION					
Position/SG/Step: Administrative Aide VI (SG-06)			JOSEPHINE D. ASUNCION  Name and Signature of Employee				
		Name and Signature of Employee					
II CLEARANCE FROM WORK-RELATED ACCOUN		ad access	tabilitiaa faasa thia 1 lait/Off - /Dt				
We hereby certify that this applicant is cleared o	or work-relat	ed accoun	tabilities from this Unit/Office/Dept.				
MARIA MELISSA L. ENDANGAN			OONNA MAYOR-GORDOVE, CES	1			
Chief, Conservation and Development Di	vision	Assist	ant Regional Director for Managemer	nt Services			
III CLEARANCE FROM MONEY AND PROPERTY A	CCOUNTAB	ILITIES					
Name of Unit/Office/Department	Cleared	Not	Name of Clearing Officer/Official	Signature			
•	Cleareu	Cleared	Name of Cleaning Officer/Official	Signature			
Administration Sector			l T				
a. General Services Section	V		JOVEL M. LAMIGO	1 Droth			
d. General Gervices Gection	,		Chief, General Services Section	8 Mid			
b. Records Section	V		MICHELLE B. TUYAN OIC Chief, Records Section				
EXIT SALN							
C. Personnel Section PDS			MA. CRISTINA C. RENDORIO Chief, Personnel Section	16/1			
Finance and Assets Management			, , , , , , , , , , , , , , , , , , , ,				
			NAZAR NORMAN S. CORTUNA				
a. Accounting Section			Chief, Accounting Section				
			ARNEL N. ASTRERA	2 June			
b. DENREU	***************************************		DENREU President				
o DREAMO			MARGIE U. OCHOA	myshoa			
c. DREAMC			Chairman, DREAMC JOCELYN B. DE LAYOLA				
			OIC Chief, Records Mgt. Division and				
d. PROJECT H.O.P.E			Concurrent Chairperson, TWG and Secretariat, Project H.O.P.E				
- 50014			DIANNE LOZADA				
e. FOSLA  3. Professional and Institutional Development			General Manager				
3. Trolessional and institutional Development							
a. DENR Foreign and Local Scholarship	<b>✓</b>		EDNA A. TARROSA Chief, Human Resource Development	transia			
IV CERTIFICATION OF NO PENDING ADMINISTRAT	IVE CASE:						
	/		ATTY, GANDHI G. FLORES	97/			
a. Legal Division	<b>~</b>		Chief, Legal Division	1-71			
with pending administrative case							
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**

OR :

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 BLENS

FOR PREPARATION

OF OPPICE CREAD ALT

FYI.

THANKS!

11/22

9.

DENR by the Bay Bldg., 1515 Roxas Boulevar DENR VOIP (02) 8248-3367 / 8249-336 Facsimile: (632) 405-046

Email: mimaroparegion@denr.go



### 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	The State of the S		
то							
	I hereby apply for clearance from money, property and work-related accountabilities for:						
	Purpose:   Transfer   Resignation   Other Mode of Separation:						
	☐ Retirement ☐ Leave Please specify: <u>OPTIONAL RETIREMENT</u>						
	Effectivity/Inclusive Period: January 1, 2024						
Off	ice of Assignment: Conservation & Dev't Di						
Oiii		vision	IOOFDUINE D. AQUINOION				
	Position/SG/Step; Administrative Aide VI (SG-06)			JOSEPHINE D. ASUNCION			
<b>L</b>	Trains and Signature of Employee						
111	We hereby certify that this applicant is cleared		ed accoun	tabilities from this Unit/Office/Dont			
		or work-relat	eu accoun	tabilities from this only office/Dept.			
	B VOY						
	P OI MADIA MELICOA I ENDANGANI						
	MARIA MELISSA L. ENDANGAN Chief, Conservation and Development D	hivision		OONNA MAYOR-GORDOVE, CESO ant Regional Director for Managemen			
	Offici, Conservation and Development D	WE	A55151	ant Regional Director for Managemen	L Services		
III	CLEARANCE FROM MONEY AND PROPERTY A	CCOUNTAB	ILITIES				
	Name of Unit/Office/Department	Cleared	Not	Name of Clearing Officer/Official	Signature		
1.	Administration Sector		Cleared		<b>3</b>		
				I IOVEL IN LANGO	$\sim$ T		
	a. General Services Section	V		JOVEL M. LAMIGO Chief, General Services Section	Den		
	, ,	/		MICHELLE B. TUYAN			
	b. Records Section			OIC Chief, Records Section	A L		
	EXIT SALN IPCR			MA. CRISTINA C. RENDORIO	12		
	c. Personnel Section PDS			Chief, Personnel Section	16		
2.	Finance and Assets Management	T		,			
	A Accounting Section			NAZAR NORMAN S. CORTUNA	·		
_	a. Accounting Section			Chief, Accounting Section	Vh.		
	b. DENREU			ARNEL N. ASTRERA DENREU President	To the way		
			***************************************	MARGIE U. OCHOA	500		
	c. DREAMC			Chairman, DREAMC	my cure ~		
				JOCELYN B. DE LAYOLA			
				OIC Chief, Records Mgt. Division and Concurrent Chairperson, TWG and			
	d. PROJECT H.O.P.E			Secretariat, Project H.O.P.E  DIANNE LOZADA			
	e. FOSLA			General Manager			
3.	Professional and Institutional Development						
				EDNA A. TARROSA	Transco		
W/	a. DENR Foreign and Local Scholarship			Chief, Human Resource Development			
IV	CERTIFICATION OF NO PENDING ADMINISTRA	IIVE CASE:					
	a. Legal Division	/ /		ATTY. GANDHI G. FLORES	9.71		
	With pending administrative case			Chief, Legal Division			
	with pending administrative case  with ongoing investigation (no formal charge yet)						
V	V   CERTIFICATION						
-	POERTITION						
	FELIX S. MIRASOL, JR., CESO IV						
		C, Regional I					