

DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I, _____, Filipino of legal age, with permanent address at _____, and holder of the position _____ at the _____, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for my OPTIONAL / COMPULSORY retirement from the government service effective _____:
2. I have:
 - 2.1 no pending case¹
 - 2.2 a pending case
 - administrative disciplinary case
 - criminal case
3. The NATURE/SPECIFIC OFFENSE CHARGED in the pending criminal/administrative disciplinary case is : _____
4. The venue of the investigation/trial: _____
5. On appeal: YES NO
6. The appeal is pending before: _____
7. I am executing this Declaration of Pendency/Non-Pendency of Case to attest to the truth of the foregoing facts and to enable me to process and secure the release of my retirement benefits.
8. **By executing this Declaration of Pendency / Non-Pendency of Case, I hereby authorize the Head of Agency to verify the status of any case(s) filed against me in any forum.**
9. Further, I am executing this Declaration of Pendency / Non-Pendency of Case under pain of criminal and/or administrative liability under existing laws.

Signature over printed name

SUBSCRIBED AND SWORN to before me this ___ day of _____,
affiant exhibiting to me his / her _____.

(Person Administering Oath)

¹ A pending case shall refer to both criminal and administrative disciplinary case. An administrative disciplinary case is considered when the disciplining authority has issued a formal charge or a notice of charge to the respondent, while a criminal case shall be considered pending from the time an Information or Complaint is filed in court.