

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.