

## 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 case<sup>1</sup> ☐
  - 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)

<sup>1</sup> 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.