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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
PENRO MARINDUQUE



July 17, 2024

MEMORANDUM

FOR : The OIC, Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC-PENR Officer

SUBJECT : **RESIGNATION OF ADMINISTRATIVE OFFICER I
(CASHIER I) ANDREW E. ALDOVINO**

Respectfully endorsed is the resignation of Administrative Officer I (Cashier I) Andrew E. Aldovino dated July 15, 2024. Please be informed that AO I (Cashier I) Andrew E. Aldovino have been rendering services to the DENR since October 1, 2015 up to present.

This office respect the decision of Mr. Aldovino and find his reason valid and acceptable, thus hereby recommend for your approval of his resignation.

Attached are the following documents/requirements:

1. Letter of Intent, indicating the reason for one's decision for optional retirement and the intended date of retirement;
2. Certified copy of the latest performance rating for the 1st Semester, C.Y. 2024;
3. Declaration of Pendency/Non-Pendency of Case (Annex A);
4. Ombudsman Clearance issued not earlier than a month prior to the filing of intent to retire (Applied); and
5. Letter request for Certificate of No Pending Case.

For information and consideration.


IMELDA M. DIAZ



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
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PENRO DOCUMENT ACTION AND TRACKING SLIP

DOCUMENT INFORMATION

Document Category: **Incoming**

Document No.: **2024-IN-005200**

Sender/s:

• **Andrew Aldovino**

Originating Office:

Classification: **Simple**

Subject: **Resignation Letter/Andrew E. Aldovino**

Encoded By: **Jocelyn Pastoral**

Document Type: **Letter**

Control Code:

Date & Time Received: **07/15/2024 02:05 PM**

Address:

Is This Urgent?: **Yes**

URGENT

HISTORY LOGS

DOC. FROM	DOC. TO	RECEIVED	RELEASED	RUNTIME	ACTION TO BE TAKEN	REMARKS	ATTACHMENTS
• Andrew Aldovino	• Imelda Diaz	07/15/2024 02:05 PM	07/15/2024 02:05 PM		For information.		
• Imelda Diaz		07/15/2024 02:05 PM Viewed on:					
	MSD/Almin				Pb. endorse it to R.O. for their appropriate action and further instructions.		
	Personal lmt				For appropriate action and compliance to the instruction of Penro Inc Diaz to endorse this to the global office. Thank you.		

July 15, 2024



IMELDA M. DIAZ
OIC, PENR Officer
Bangbangalon, Boac, Marinduque

Dear PENRO DIAZ,

It is with a heavy heart and a deep sense of gratitude that I tender my resignation from my position as Administrative Officer I (Cashier) at DENR PENRO Marinduque, effective August 1, 2024.

For the past nine years, I have had the immense privilege of serving in our esteemed government agency, working alongside dedicated and passionate colleagues. My journey here has been marked by professional growth, invaluable experiences, and the fulfillment of contributing to the public good. I have cherished every moment, every challenge, and every achievement.

However, as I stand at this juncture in my life, I am compelled to make a decision that, though difficult, is rooted in my profound love and commitment to my family. My son is about to embark on his educational journey, and I believe that my presence during this critical phase of his life is indispensable. Therefore, I have decided to relocate to Manila to be with my family. This decision has not been easy. Leaving behind the role and responsibilities I have come to love, and the colleagues who have become like family, weighs heavily on me.

But as I contemplate the future, I am convinced that being there for my son as he begins school and being a constant presence in my family's daily life is a responsibility I cannot forsake. I am profoundly grateful for the opportunities and support I have received at DENR PENRO Marinduque.

Please let me know how I can assist during this transition period to ensure a smooth handover of my duties. I remain committed to doing everything I can to support the team until my last working day.

Thank you for the understanding and support you have always shown me. I look forward to staying in touch and wish the entire team at DENR PENRO Marinduque continued success.

With deepest gratitude and heartfelt regards.

ANDREW E. ALDOVINO

July 15, 2024

IMELDA M. DIAZ
OIC, PENR Officer
Bangbangalon, Boac, Marinduque



Dear PENRO DIAZ,

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With deepest gratitude and heartfelt regards.


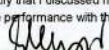


ANDREW E. ALDOVINO

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Andrew E. Aldovino, of the Administrative Section, DENR-PENRO Boac, Marinduque, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

ANDREW E. ALDOVINO
Administrative Officer I (Cashier)
(Ratee)
Date: April 15, 2024

Reviewed by	Date	Approved by	Date				
 EDÉN P. PALACIOS Administrative Officer IV	April 15, 2024	 GEMMA P. DELOS REYES In-Charge, Management Services Division	April 15, 2024				
P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating			Remarks	
			Quantity	Quality	Timeliness		Average
GENERAL ADMINISTRATION AND SUPPORT							
Cashing and Collections	Prepared of 60 Advice of Checks Issued and Cancelled (ACIC) within 30 minutes upon receipt of checks and posted/encoded to Land Bank of the Philippines thru eMDS facility (Electronic Modified Disbursement System) for approval with 100% accuracy.	70 Advice of Check Issued and Cancelled (ACIC) prepared within 20 minutes upon receipt and post/encode to Land Bank of the Phils. thru eMDS facility for approval with 100% accuracy.	5,000	3,000	4,000	Scope of Coverage: CY 2024 MOVs: Based on Approved Advice of Check Issued and Cancelled (ACIC) filed Dimensions to Measure: Quality & Timeliness	
	Prepared of 60 List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) within 30 minutes upon receipt of vouchers and posted/encoded to Land Bank of the Philippines thru eMDS facility (Electronic Modified Disbursement System) for approval with 100% accuracy.	60 List of Due and Demandable Accounts Payable to Debit Accounts (LDDAP-ADA) within 30 mins. Upon receipt of vouchers and post/encode to Land Bank of the Phils. thru eMDS facility for approval with 100% accuracy	5,000	3,000	4,000	Scope of Coverage: CY 2024 MOVs: Based on Approved List of Due and Demandable Accounts Payable to Debit Accounts (LDDAP-ADA) filed Dimensions to Measure: Quality & Timeliness	
	Prepared of 1300 Official Receipt within 10 minutes upon receipt of Order of Payment with 100% accuracy.	753 Official Receipt issued within 5 mins. upon receipt of Order of Payment with 100% accuracy	5,000	3,000	5,000	4.333	Scope of Coverage: CY 2024 MOVs: Based on Official Receipt issued and filed Dimensions to Measure: Quality & Timeliness
	Prepared of 24 List of Deposited Collections and oncoll deposit slip and remit to the Treasury of the Philippines thru Land Bank of the Philippines with 100% accuracy, w/in prescribed period	28 List of Deposited Collections and oncoll deposit slip prepared and remitted to the Treasury of the Phils. Thru Land Bank of the Phils. With 100% accuracy on time	3,000	5,000	4,000	Scope of Coverage: CY 2024 MOVs: Based on List of Deposited Collections and oncoll deposit slip filed Dimensions to Measure: Quality & Timeliness	
Remittances	54 remittances check prepared/delivered to bank with 100% accuracy w/in prescribed period	54 remittances check prepared/delivered to bank with 100% accuracy	5,000	3,000	4,000	Scope of Coverage: CY 2024 MOVs: Voucher/Check & Deposit Slip Dimensions to Measure: Quality & Timeliness	
Report of Collections	Prepared of 6 Report of Collections and Deposits on or before the 10th day of the month with 100% accuracy and submitted to the Resident Auditor within the day.	6 Report of Collections and Deposits with 100% accuracy and submit to the Resident Auditor within the day. Submission Dates: January - February 2, 2024 February - March 8, 2024 March - April 3, 2024 April - May 3, 2024 May - June 5, 2024 June - July 3, 2024 Average:	5,000 5,000 5,000 5,000 5,000 5,000 5,000 5,000	4,424 3,354 4,424 4,424 3,990 4,424 4,173	4,712 4,177 4,712 4,712 4,495 4,712 4,586	Scope of Coverage: CY 2024 MOVs: Report submitted Dimensions to Measure: Quality & Timeliness	

P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
	Prepared of 6 Cash Receipts Record on or before 10th day of the month with 100% accuracy and submitted to Resident Auditor within the day.	6 Report of Cash Receipts Record with 100% accuracy and submit to the Resident Auditor within the day. Submission Dates: January - January 30, 2024 February - February 17, 2024 March - March 29, 2024 April - April 27, 2024 May - May 31, 2024 June - June 29, 2024 Average:		5.000 5.000 5.000 5.000 5.000 5.000 5.000	5.000 5.000 5.000 5.000 5.000 5.000 5.000	5.000 5.000 5.000 5.000 5.000 5.000 5.000	Scope of Coverage: CY 2024 MOV: Report submitted Dimensions to Measure: Quality & Timeliness
	Prepared of 6 Summary of Report of Collections on or before 10th day of the month with 100% accuracy and submit to Regional Office within the prescribed deadline.	6 Summary of Report of Collections with 100% accuracy and submit to the Resident Auditor within the day. Submission Dates: January - February 2, 2024 February - March 8, 2024 March - April 3, 2024 April - May 3, 2024 May - June 5, 2024 June - July 3, 2024 Average:		5.000 5.000 5.000 5.000 5.000 5.000 5.000	4.424 3.354 4.424 4.424 3.990 4.424 4.173	4.712 4.177 4.712 4.712 4.495 4.712 4.586	Scope of Coverage: CY 2024 MOV: Report submitted Dimensions to Measure: Quality & Timeliness
Collection of Revenues	Php 191,000.00 revenues generated/collected every month with 100% accuracy and deposited thru authorized gov't. depository bank (LBP- Boac Branch).	Php 269,490.56 revenues generated/collected with 100% accuracy and deposited to AGDB. Monthly Collection: January - 7,385.55 - February 2, 2024 February - 40,936.00 - March 8, 2024 March - 74,615.23 - April 3, 2024 April - 82,171.62 - May 3, 2024 May - 43,851.62 - June 5, 2024 June - 20,550.54 - July 3, 2024 Average:	5.000 5.000 5.000 5.000 5.000 5.000 5.000	5.000 5.000 5.000 5.000 5.000 5.000 5.000	4.424 3.354 4.424 4.424 3.990 4.424 4.173	4.808 4.451 4.808 4.808 4.663 4.808 4.724	Scope of Coverage: Lands-Foreshore, patrimonial and Gov't properties. PA-Issuance of Wildlife permits, income generated through visitor entrance. FMB-Forest revenue collected with official receipt covering all corporate tenures (IFMA, SIGMA, FLGMA, FLAG, FLAgt) CY 2024 MOV: Based on total amount collected and deposited to AGDB Dimensions to Measure: Quality & Timeliness
Implementation of Good Governance Condition	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on February 28, 2024	Submission of SALN to the Personnel Unit / Administrative Section on January 31, 2024 with 100% accuracy		5.000	5.000	5.000	Scope of Coverage: 2023 SALN MOV: CSC Memorandum 40-1996 Dimensions to Measure: Quality & Timeliness
	100% IPCR Commitment based on the approved DPCR submitted to PENRO Personnel Unit on April 30, 2024	Submission of IPCR Commitment for CY 2024 based on approved SPMS Guidelines to the Administrative Section on or before April 15, 2024 with 100% accuracy		4.000	5.000	4.500	Scope of Coverage: CY 2024 MOV: receiving copy of IPCR submitted to Administrative Section
Average Rating:			5.000	4.454	4.229	4.429	
Final Rating:			4.429				
Adjective Rating:			Very Satisfactory				
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Rating		Date	
 ANDREW E. ALDOWINO Administrative Officer I (Cashier)	July 29, 2024	I certify that I discussed my assessment of the performance with the employee.  GEMMA P. DE LOS REYES In-Charge, Management Services Division	July 29, 2024	 IMELDA M. DIAZ OIC, PENRO Officer		July 29, 2024	

Legend : 1 - Quantity 2 - Accuracy 3 - Timeliness 4 - Average

Note:
 *** Qualifying Indicators
 ** Ranking Indicators
 * Other Indicators (Tie Breaker)

DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I ANDREW E. ALDOVINO, Filipino of legal age, with permanent address at Barangay Bintakay, Mogpog, Marinduque, and holder of the position Administrative Officer I (Cashier I) at the DENR-PENRO MARINDUQUE, after being sworn in accordance with law, hereby depose and state that:

1. I am:
 - 1.1 applying for optional retirement effective _____: ☐
 - 1.2 tendering my resignation 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: N/A
4. The venue of the investigation/trial: N/A
5. On appeal: ☐ YES ☐ NO
6. The appeal is pending before: N/A
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. <

ANDREW E. ALDOVINO

Signature over printed name

SUBSCRIBED AND SWORN to before me this 30th day of July 2024,
affiant exhibiting to me his / her _____.

IMELDA M. DIAZ
OIC, PENR Officer

(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.

DECLARATION OF PENDENCY/NON-PENDENCY OF CASE

I ANDREW E. ALDOVINO, Filipino of legal age, with permanent address at Barangay Bintakay, Moggpog, Marinduque, and holder of the position Administrative Officer I (Cashier I) at the DENR-PENRO MARINDUQUE, after being sworn in accordance with law, hereby depose and state that:

1. I am:
 - 1.1 applying for optional retirement effective _____: ☐
 - 1.2 tendering my resignation effective _____: ☒
2. I have:
 - 2.1 no pending case¹ ☒
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 - administrative disciplinary case ☐
 - criminal case ☐
3. The NATURE/SPECIFIC OFFENSE CHARGED in the pending criminal/administrative disciplinary case is: N/A
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5. On appeal: ☐ YES ☐ NO
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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
PENRO MARINDUQUE



July 29, 2024

The OIC, Regional Executive Director
DENR-MIMAROPA Region

Thru: The Chief, Legal Division

Sir:

The undersigned is respectfully requesting for a Certificate of No Pending Administrative/Criminal Case under DENR MIMAROPA Region.

This certification is for resignation purposes.

Thank you.

ANDREW E. ALDOVINO
Administrative Officer I (Cashier)
DENR-PENRO Boac, Marinduque



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN
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DENR-PENRO, Boac, Marinduque