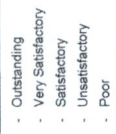


DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

I, **GEMMA P. DELOS REYES**, Officer-in-Charge, Management Services Division of the DENR- PENRO 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, 2021.

GEMMA P. DELOS REYES
Planning Officer III In-Charge, Management Services Division

Date: April 13, 2021

Reviewed by:		Date:	Approved by:	Date:					
 IMELDA M. DIAZ OIC-PENR Officer DENR-PENRO Marinduque		DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services DENR MIMAROPA Region							
									
P/A/Ps	Performance Indicators (Targets + Measures)	Alloted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
GENERAL ADMINISTRATION AND SUPPORT SERVICE Financial Statement	100% financial statements per Section 41 of PD No. 1445 submitted to COA & RO on January 31, 2021	5,000	PENR Officer OIC, Management Services Division - Finance Section		5,000	5,000	5,000	5,000	Scope of Coverage: CY 2020 MOVs: PENRO-transmittal to RO-FD Dimensions to Measure: Quality and Timeliness Remarks: Compliant
	7 Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2019-01 Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) starting FY 2019 submitted on the prescribed period as follows: * BAR No. 1 (QPRO) submitted every 15th day of the ensuing quarter * FAR No. 1 (SAAODE) submitted every 10th day of the succeeding quarter * FAR No. 1A (SAAODBOE) Quarterly Report of Obligations submitted every 10th day of the succeeding quarter * FAR No. 1B (LASA) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter * FAR No. 5 Quarterly Report of Revenue and Other Receipt (QRROR) submitted every 10th day of the succeeding quarter * FAR No. 1-C submitted every 10th of the succeeding quarter		PENR Officer Chief, Management Services Division - Finance Section - Planning Section	Submission Dates: 1st Quarter: March 29, 2021 2nd Quarter: June 30, 2021 Submission Dates: 1st Quarter: March 30, 2021 2nd Quarter: July 1, 2021 Submission Dates: 1st Quarter: March 31, 2021 2nd Quarter: July 5, 2021 Submission Dates: 1st Quarter: March 30, 2021 2nd Quarter: July 2, 2021 Submission Dates: 1st Quarter: April 5, 2021 2nd Quarter: July 1, 2021 Submission Dates: 1st Quarter: April 12, 2021 2nd Quarter: July 9, 2021	5,000	4,703	4,852	5,000	PENRO submit to RO based on the Memo of Usec Teh dated 8 Jan. 2021 Scope of Coverage: January to June 2021 MOVs: PENRO-transmittal to RO-FD Dimensions to Measure: Quality and Timeliness Remarks: Compliant
	* FAR No. 4 Monthly Report of Disbursements (MRD) submitted on or before 3rd day of the succeeding month			Submission Dates: January - January 27, 2021 February - February 23, 2021 March - March 30, 2021 April - April 28, 2021 May - June 1, 2021 June - July 1, 2021	5,000	4,126	4,563	5,000	PENRO submit to RO based on or before 10th day following the end of the year Scope of Coverage: January to June 2021 MOVs: PENRO-transmittal to RO-FD Dimensions to Measure: Quality and Timeliness Remarks: Compliant

P/A/Ps	Performance Indicators (Targets + Measures)	Alloted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
					C1	E2	T3	A4	
Sustained compliance with COA Audit Findings	100% compliance to PhilGEPS conditions by January 31, 2021		PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit - PBAC	100% compliance to PhilGEPS conditions by January 14, 2021	3.000		5.000	4.000	Implementation of Good Governance Conditions Submission of PENRO copy furnished RO Scope of Coverage: 1 Jan. 2020- 31 Dec. 2020 MOVs: PhilGEPS Generated PBB Report at https://data.philgeps.gov.ph or proof of submitted justification to ao25secretariat@dap.edu.ph Dimensions to Measure: Quantity, & Timeliness Remarks: Compliant; Copy of certification sent via email to RO on January 29, 2021 Remarks: Compliant
	100% Annual Procurement Plan (APP) Non-CSE, CY 2021 based on the approved budget in the GAA to GPPB-TSO on March 31, 2021 in accordance with GPBB Circular 02-202 dated May 20, 2020		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	100% of Annual Procurement Plan (APP) Non-CSE CY 2021 based on the approved budget in the GAA to GPPB-TSO on March 27, 2021 in accordance with GPPB Circular 02-202 dated May 20, 2020		5.000	4.000	4.500	Submission of PENRO copy furnish the RO Scope of Coverage: CY 2021 MOVs: Auto-generated acknowledgement from the GPPB-TSO Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	1 Report on Physical Count of Property, Plan and Equipment (RPOPPE) submitted to Commission on Audit (COA) by end of January 2021 based on Government Accounting Manual	5,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Report on Physical Count of Property, Plan and Equipment (RPOPPE) submitted to Commission on Audit (COA) on January 4, 2021 based on Government Accounting Manual		5.000	5.000	5.000	RPOPPE as of Dec. 31, 2020 with stamp received by COA of PENRO, Copy furnish RO Scope of Coverage: Jan. 1, 2020 to Dec 31, 2020 MOVs: Submitted inventory report (RPOPPE) with stamp received by COA Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	100% SALN submitted to DENR Personnel Division based on Section 8 of RA 6713 on February 28, 2021	9,000	All permanent employees Chief, Management Services Division - Administrative Section	100% SALN submitted to DENR Personnel Division based on Section 8 of RA 6713 on January 15, 2021		5.000	5.000	5.000	Scope of Coverage: 2020 SALN MOVs: CSC Memorandum 40-1998 Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	100% SALN reviewed within 7 days upon submission of respective personnel in the Admin Section - Personnel Unit		PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	100% of SALN reviewed within 7 days upon submission of respective personnel in the Admin Section - Personnel Unit		5.000	3.000	4.000	Scope of Coverage: RA 6730 MOVs: Certification of conduct of review Committee Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	100% of Notice of Salary Adjustment (NOSA) received by employee by 31 March 2021	12,000	PENR Officer Chief, Management Services Division - Administrative Section - Finance Section	100% of Notice of Salary Adjustment (NOSA) received by employee on March 26, 2021		5.000	4.283	4.842	Scope of Coverage: From the issuance of NBC 584 dated 6 Jan. 2021 (RA No. 11466) MOVs: received copy and summary Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	100% of DPCRs commitment based on the approved OPQR submitted to the Division concerned by April 15, 2021	2,000	Chief, Management Services Division Chief, Technical Services Division	100% DPCR commitment based on the approved OPQR submitted to the Division concerned on April 16, 2021		4.000	2.887	3.444	PENRO submitted to Admin Division RO Scope of Coverage: CY 2021 MOVs: receiving copy of DPCR to PMD Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	100% of IFCRs commitment based on the approved DPCR submitted to the Personnel/Division/Section by end of April 2021	9,000	Chief, Management Services Division - Administrative Section All Employees	100% IFCRs commitment based on the approved DPCR submitted to the Personnel/Division/Section on April 30, 2021		4.000	3.000	3.500	PENRO submitted to Admin Division RO Scope of Coverage: CY 2021 MOVs: receiving copy of IPCR to Personnel Section Dimensions to Measure: Quality & Timeliness Remarks: Compliant

P/As/Ps	Performance Indicators (Targets + Measures)	Allotted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
Collection of Revenues	139,000 collected and deposited to BTR with monthly report of collection every 10th day of the following month with 100% accuracy		PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Monitoring and Enforcement Section Protected Area Management Office Chief, Management Services Division - Administrative Section - Cashiering Unit - Finance Section - Accountant	219,263.98 collected and deposited weekly to BTR with Monthly Report of Collections submitted to the R.O. with 100% accuracy on the following submission dates: January - February 3, 2021 February - March 02, 2021 March - April 05, 2021 April - May 04, 2021 May - June 02, 2021 June - June 30, 2021	5.000	5.000	4.559	4.853	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, SIFMA, FLGMA, FLAg, FLAgTV)(Jan-June, 2021) MOVs: Monthly report of collection, deposit slip Dimensions to Measure: Quantity and Timeliness Remarks: Compliant
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt		PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt 1,554/1,050 documents received over target documents received	5.000	5.000	5.000	5.000	Scope of Coverage: 100% of the received documents (Jan-June, 2021) MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness Remarks: Compliant
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	100% Maintained functional Information Systems with reports submitted to RO 5 days after the end of each quarter * Information System developed by Regional Office 1. Document Tracking System (DATS) * Information System developed by Central Office 1. eNGAS 2. eBudget * Information System developed by FMB 1. Enhanced Forest Information System (eFIS) 2. LAWIN		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	100% Maintained functional Information Systems with Quarterly reports submitted to RO via email on the following dates: 1st Quarter - April 05, 2021 2nd Quarter - July 01, 2021 * Information System developed by Regional Office 1. Document Tracking System (DATS) * Information Systems developed by Central Office 1. eNGAS 2. eBudget * Information Systems developed by FMB 1. Enhanced Forest Information System (eFIS) 2. LAWIN	5.000	5.000	3.566	4.283	Scope of Coverage: Information Systems developed by Region & Central Offices MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	100% Maintained functional Databases with reports submitted to RO 10 days after the end of each quarter		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit Chief, Technical Services Division	100% Maintained functional Databases with Quarterly Reports submitted to Regional Office via email on the following dates: 1st Quarter - April 05, 2021 2nd Quarter - July 01, 2021	5.000	5.000	5.000	5.000	Scope of Coverage: Database developed indicating the functionality MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	1 Network Infrastructure maintained with 85% uptime with report submitted every 5th day of the following month		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	One (1) Network Infrastructure maintained with the monthly uptime rates and reports submitted to PENRO Planning Section (January to March, CY 2021) and Regional Office (starting April, 2021) on the following dates: January - 100% (January 25, 2021) February - 100% (February 23, 2021) March - 100% (March 23, 2021) April - 100% (May 03, 2021) May - 100% (June 03, 2021) June - 100% (July 01, 2021)	5.000	5.000	5.000	5.000	Scope of Coverage: Regional Office to PENRO MOVs: Summited Report generated by RO Dimensions to Measure: Quality & Timeliness Remarks: Compliant

P/AlPs	Performance Indicators (Targets + Measures)	Alloted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks				
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment Reports based on targets compliant to the prescribed format submitted to the Regional Office thru the Planning and Management Division every 30th day of the month	46,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office	100% monthly Accomplishment Reports based on targets compliant to the prescribed format submitted to the Regional Office thru the Planning and Management Division with the following dates of submission: January - January 29, 2021 February - February 26, 2021 March - March 29, 2021 April - April 28, 2021 May - May 28, 2021 June - June 29, 2021	Q1	E2	T3	A4	Scope of Coverage: Jan. -June, 2021 MOVs: accomplishment report submitted and received by RO PMD-MES Dimensions to Measure: Quality & Timeliness Remarks: Compliant				
Average Rating						4.000	5.000	4.500					
						4.000	5.000	4.500					
						4.000	5.000	4.500					
						4.000	5.000	4.500					
Average Rating					Rating								
Total Overall Rating					4.000	4.813	4.360	4.537					
Final Average Rating					4.537								
Adjectival Rating					VERY SATISFACTORY								
Comments and Recommendations for Development purposes:													