



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
National Highway, Bgy. Alfonso XIII, Quezon, Palawan  
Contact No.: 0917-160-4920  
Email: cenroquezon@denr.gov.ph

October 7, 2021

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR- MIMAROPA Region  
1515 L&S Bldg. Roxas Blvd., Ermita, Manila

**THRU** : The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City

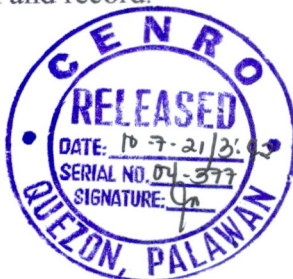
**FROM** : The Community Environment and  
Natural Resources Officer

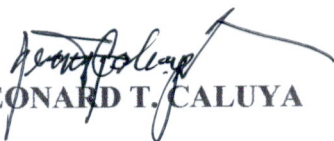
**SUBJECT** : **SUBMISSION OF COACHING PLAN CY 2021 OF CENRO  
QUEZON, PALAWAN**

This pertains with the emailed communication received by this Office on October 1, 2021 re: Submission of Coaching Plan for CY 2021.

Respectfully submitted is the Coaching Plan of CENRO Quezon, Palawan following the prescribed matrix for Regulation and Permitting Section (RPS), Monitoring and Enforcement Section (MES), Conservation and Development Section (CDS) and Planning and Support Unit (PSU) for CY 2021.

For your information and record.



  
LEONARD T. CALUYA

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING PLAN FOR FISCAL YEAR 2021**

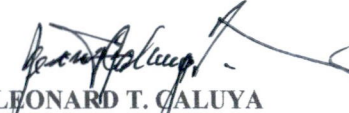
**A. OFFICE PROFILE**

Supervisor/Division Chief	LEONARD T. CALUYA	Office	DENR-CENRO QUEZON	Number of Plantilla positions	Number of Filled Plantilla Positions
				69	64

**B. COACHING TARGETS**

Employees	Position/Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status
CASTULO, ROSITA F.	Development Management Officer IV/Admin. Officer	<b>CC4 – Responsibility</b>  Able to coach, mentor, and monitor to ensure others deliver their responsibilities as expected  Able to develop/enhance the implementation of Office decorum	December 2021  December 2021		
AYSON, MA. TERESA V.	Senior ECOMS/Chief, Monitoring and Enforcement Section (MES)	<b>LC3 – Leadership</b>  People Development (Creating And Nurturing A High Performing Organization)	December 2021		
JASMIN, ROSALYN S.	Land Management Officer II/Chief, Regulation and Permitting Section (RPS)	<b>OC5 – Completed Staff Work (CSW)</b>  Able to prepare simple Complete Staff Work (CSW) for submission to Regional Office.	December 2021		
SEBIDO, MICHELLE J.	ECOMS II/Chief, Conservation and Development Section (CDS)	<b>LC3 – Leadership</b>  People Development (Creating And Nurturing A High Performing Organization)  <b>OC1 – Writing Effectively</b>  Able to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively.	December 2021  December 2021		

Prepared by:

  
**LEONARD T. CALUYA**  
OIC-CENRO

Noted by:

**ERIBERTO B. SANOS, CESE**  
PENRO

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING FORM FOR FISCAL YEAR 2021**

**A. PROFILE**

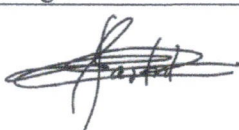
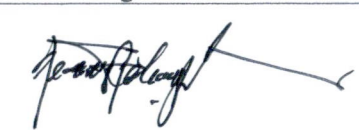
NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
CASTULO, ROSITA F	F	DEVELOPMENT MANAGEMENT OFFICER IV – SG 22	PLANNING AND SUPPORT UNIT (PSU)	LEONARD T. CALUYA

**B. COACHING TARGETS**

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
CC4 – Responsibility				
Able to coach, mentor, and monitor to ensure others deliver their responsibilities as expected	To supervise and monitor on time submission of accomplishment of the targets of every section/unit and ensure the 100% accomplishments of Office targets	Be able to monitor the prompt submission of target accomplishments of the Office	December 2021	
		Be able to monitor and supervise the action of personnel on referrals, communication, memoranda, etc.	December 2021	
Able to develop/enhance the implementation of Office decorum	To ensure that Office Decorum should be observed in the Office at all times; to maintain respect and integrity of each personnel	Be able to communicate with the personnel that needs intervention towards their attitude/s.	December 2021	
		Be able to motivate/encourage personnel to practice and maintain Office Decorum	December 2021	
		Be able to intervene with the uncertainties and circumstances in the Office towards work, people and attitude and maintain conducive work environment	December 2021	

**C. SIGNATURES**

I, **ROSITA F. CASTULO**, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	October 6, 2021		October 6, 2021



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING FORM FOR FISCAL YEAR 2021**

**D. PROFILE**



NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
AYSON, MA. TERESA V.	F	SREMS/Chief, MES/SG-18	Monitoring and Enforcement Section (MES)	LEONARD T. CALUYA

**E. COACHING TARGETS**

DEVELOPMENT TARGET	AGREEMENT (Action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	REMARKS
Leadership				
- People Development through creating and nurturing a high performing organization	Should be developed ability of subordinates and nurture effective relationships to deal constructively with conflicts;  Attendance on leadership training on or before December 2021	Be able to establish and maintain effective/ good relationship with subordinates, clients and stakeholders; Be able to motivate and communicate the work cooperatively with subordinates to enhance a better job performance.	December 2021	

**F. SIGNATURES**

I, MA. TERESA V. AYSON, understand that all documents and ideas offered by my supervisor/division chief are solely for the purpose of assisting me achieving the defined goal (s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goal.

Employee Signature:	Date:	Supervisor Signature:	Date:
	October 5, 2021		October 5, 2021

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING FORM FOR FISCAL YEAR 2021**

**A. PROFILE**


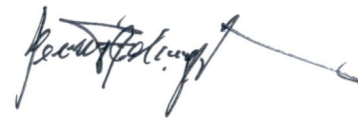
NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
JASMIN, ROSALYN S.	F	Land Management Officer II – SG 15	REGULATION AND PERMITTING SECTION (RPS)	LEONARD T. CALUYA

**B. COACHING TARGETS**

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
Able to prepare simple Completed Staff Work (CSW) for submission to Regional Office	Supervisor/coach to impart techniques in preparing simple CSW reports by end of December 2021	Be able to prepare simple CSW	December 2021	

**C. SIGNATURES**

I, ROSALYN S. JASMIN, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	October 6, 2021		October 6, 2021

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING FORM FOR FISCAL YEAR 2021**

**D. PROFILE**


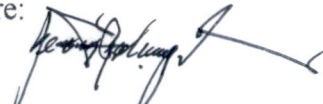
NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
SEBIDO, MICHELLE, J.	F	ECOMS II/SG 15	CONSERVATION AND DEVELOPMENT SECTION (CDS)	LEONARD T. CALUYA

**E. COACHING TARGETS**

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
Writing Effectively	Able to know and use appropriate vocabulary formats, correct order in sentence formation to active cohesion in the composition of sentences. The coachee can be achieved the target thru attending Learning Event/Training related, and perform assign tasks.	Able to prepare plans /communications with minimal corrections.	December 2021	
People Development through Nurturing	Attend Leadership training on nurturing subordinate for the effective relationships to deal	Able to maintain effective/good relationship and to motivate/communicate the work cooperatively with subordinates & enhance the performance on job.	December 2021	

**F. SIGNATURES**

I, **MICHELLE J. SEBIDO** understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature: 	Date: October 5, 2021	Supervisor Signature: 	Date: October 5, 2021
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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING PLAN FOR FISCAL YEAR 2021**

**A. OFFICE PROFILE**

Supervisor/Division Chief	ROSITA F. CASTULO	Office	Planning & Support Unit (PSU) (DENR-CENRO QUEZON)	Number of Plantilla positions	Number of Filled Plantilla Positions
				69	64


**B. COACHING TARGETS**

Employees	Position/Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status
GALVERO, JENNIFER S.	Forest Technician I Staff/Assistant of Hearing Officer	<b>PCO14 – Land Disposition and Management</b>  Able to enhance basic knowledge on rules and regulations on claims and conflicts resolution and ADR mechanism.	December 2021		
		<b>OC1 – Writing Effectively</b>  Able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences	December 2021		

Prepared by:

  
**ENGR. ROSITA F. CASTULO**  
Development Management Officer IV

Noted by:

  
**LEONARD T. CALUYA**  
OIC-CENRO

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING FORM FOR FISCAL YEAR 2021**

**A. PROFILE**

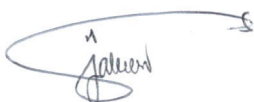

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
GALVERO, JENNIFER S.	F	FOREST TECHNICIAN I – SG 6 (Staff/Assistant of Hearing Officer)	PLANNING AND SUPPORT UNIT (PSU)	ENGR. ROSITA F. CASTULO

**B. COACHING TARGETS**

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
PCO14 – <b>Land Disposition and Management</b>  Enhanced basic knowledge on rules and regulations on claims and conflicts resolution and ADR mechanism.	To be taught and familiarized with the DAO 2016-30 ( <i>Guidelines in the Conduct of ADR in Land Management and Disposition</i> ) and DAO 2016-31 ( <i>Procedure in the Investigation and Resolution of Land Claims and Conflicts Cases</i> )	Be able to assist the Hearing Officer in the conduct of ADR proceedings;  To attend refresher course related to ADR proceedings	December 2021  December 2021	
OC1 – <b>Writing Effectively</b>  Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences	To be trained as Stenographer by assisting the Hearing Officer during the conduct of ADR proceedings and other official meetings	Be able to transcribe minutes of the meeting, prepare memoranda and other correspondences.	December 2021	

**C. SIGNATURES**

I, **JENNIFER S. GALVERO**, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	<b>October 6, 2021</b>		<b>October 6, 2021</b>



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING PLAN FOR FISCAL YEAR 2021**

**A. OFFICE PROFILE**

Supervisor/Division Chief	MA. TERESA V. AYSON	Office	Monitoring & Enforcement Section (MES) (DENR-CENRO QUEZON)	Number of Plantilla positions	Number of Filled Plantilla Positions
				69	64

**B. COACHING TARGETS**

Employees	Position/Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status
BATAYO, ARMANDO J.	Forest Technician I	<b>PCO13 – ENR Law Enforcement</b>  Able to enforce ENR existing laws on protection and improved management of natural resources (forestry, wildlife, protected area, coastal, lands, <del>cave</del> , water resources, etc).	December 2021		

Prepared by:

**MA. TERESA V. AYSON**  
Senior ECOMS/Chief, MES

Noted by:

  
**LEONARD T. CALUYA**  
OIC-CENRO

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING FORM FOR FISCAL YEAR 2021**

**A. PROFILE**



NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
BATAYO, ARMANDO J.	M	Forest Technician II/SG-8	Monitoring and Enforcement Section (MES)	MA. TERESA V. AYSON

**B. COACHING TARGETS**

DEVELOPMENT TARGET	AGREEMENT (Action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	REMARKS
Technical				
- ENR Law Enforcement	Should be enforced ENR Laws on protection of natural resources through close monitoring, patrolling and surveillance on or before December 2021	Be able to response illegal activities and implement/enforce ENR laws with the assistance and collaboration with concerned stakeholders and other law enforcement agencies.	December 2021	

**C. SIGNATURES**

I, ARMANDO J. BATAYO, understand that all documents and ideas offered by my supervisor/division chief are solely for the purpose of assisting me achieving the defined goal (s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goal.

Employee Signature:	Date:	Supervisor Signature:	Date:
	October 5, 2021		October 5, 2021

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING PLAN FOR FISCAL YEAR 2021**

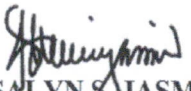
**A. OFFICE PROFILE**

Supervisor/Division Chief	ROSALYN S. JASMIN	Office	Regulation & Permitting Section (RPS) (DENR-CENRO QUEZON)	Number of Plantilla positions	Number of Filled Plantilla Positions
				69	64


**B. COACHING TARGETS**

Employees	Position/Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status
OBRA, JENEMIE D.	Land Management Officer I	<b>PCO14 – Land Disposition and Management</b>  Able to identify different public lands for disposition and management	December 2021		

Prepared by:

  
**ROSALYN S. JASMIN**  
LMO II/Chief, RPS

Noted by:

  
**LEONARD T. CALUYA**  
OIC-CENRO



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING FORM FOR FISCAL YEAR 2021**

**A. PROFILE**


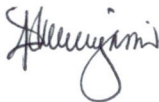
NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
OBRA, JENEMIE D.	F	Land Management Officer I – SG 11	REGULATION AND PERMITTING SECTION (RPS)	ROSALYN S. JASMIN

**B. COACHING TARGETS**

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
Able to identify different public lands for disposition and management	Familiarize Land Management and Disposition Manual by end of December 2021	Examines/process/evaluates different Public Land Application (PLAs)	December 2021	

**C. SIGNATURES**

I, **JENEMIE D. OBRA**, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	October 6, 2021		October 6, 2021

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING PLAN FOR FISCAL YEAR 2021**


**C. OFFICE PROFILE**

Supervisor/Division Chief	MICHELLE J. SEBIDO	Office	Conservation & Development Section (CDS) (DENR-CENRO QUEZON)	Number of Plantilla positions	Number of Filled Plantilla Positions
				69	64

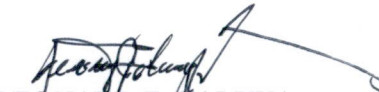
**D. COACHING TARGETS**

Employees	Position/Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status
BACAN, SHERYL C.	Forester I	<b>GIS Mapping</b>  Able to assess the forest condition based on vegetative map drawn from recent photography or satellite images and actual situation on the ground.	December 2021		

Prepared by:

  
**MICHELLE J. SEBIDO**  
ECOMS II/Chief, CDS

Noted by:

  
**LEONARD T. CALUYA**  
OIC-CENRO

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
COACHING FORM FOR FISCAL YEAR 2021**

**A. PROFILE**



NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
BACAN, SHERYL, C.	F	FORESTER I/SG 11	CONSERVATION AND DEVELOPMENT SECTION (CDS)	MICHELLE J. SEBIDO

**B. COACHING TARGETS**

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
GIS Mapping	Able to assess the forest conditions based on vegetative map drawn from recent photography or satellite images and actual situation on the ground. The coachee could achieved the target thru attending Learning Event/Training related and perform assign tasks.	Able to read topographic maps, prepare/generate maps and analyse/transform statistical data using available thematic maps and the like.	December 2021	

**C. SIGNATURES**

I, **SHERYL C. BACAN** understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature: 	Date: October 5, 2021	Supervisor Signature: 	Date: October 5, 2021
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