
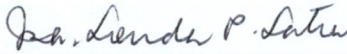


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Maria Lourdes P. Lastra, of the Regulation and Permitting Section - Patents and Deeds Unit, 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 December 2021.

Maria Lourdes P. Lastra
MARIA LOURDES P. LASTRA
 Land management Officer II
 (Ratee)
 Date: April 13, 2021

Reviewed by	Date	Approved by				Date	
<div> SIMEON R. DIAZ LMO-III/ Chief, RPS</div>	April 13, 2021	<div>CYNTHIA U LOZANO Chief, Technical Services Division</div>				April 13, 2021	
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
GENERAL ADMINISTRATION AND SUPPORT							
Implementation of Good Governance Condition	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on February 28, 2021						Scope of Coverage: 2020 SALN MOVs: CSC Memorandum 40-1998 Dimensions to Measure: Quality & Timeliness
	100% IPCR Commitment based on the approved DPCR submitted to PENRO Personnel Unit by end of April 2021						Scope of Coverage: CY 2021 MOVs: receiving copy of IPCR Dimensions to Measure: Quality & Timeliness
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 3 working days for simple documents and 15 working days for complex documents upon receipt						Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness
OPERATION							
LAND SURVEY, DISPOSITION AND RECORD MANAGEMENT							
1. Land Disposition/Titling (Residential RA 10023) 1. RESIDENTIAL (156 Patents)	Residential Free Patent application Accepted, Filled -up/ with complete documents and complete Journal of Accomplishment, submitted to Records 1 day after completion of requirement with 80% Accuracy. (20 Patents)						Scope of Coverage: Residential Free Patent fromPENRO TO ROD MOVs: Transmittal to ROD Dimensions to Measure: Quality, Quantity & Timeliness
	Agricultural Free Patent application Accepted , Filled -up/ with complete documents and complete Journal of Accomplishment, submitted to Records 1 day after completion of requirement with 80% Accuracy. (5 patents)						Scope of Coverage: Agricultural Free Patent from PENRO TO ROD MOVs: Transmittal to ROD Dimensions to Measure: Quality, Quantity & Timeliness
3. Patent Issuance (Residential, Agricultural and Special Patent)	Issued of Judicial Form to the applications for 156 Residential Free Patent, 36 Agricultural Free Patent and 8 Special Patents 10 minutes per application with 80 % accuracy.						Scope of Coverage: Agricultural Free Patent / Residential and Special Patent from PENRO TO ROD MOVs: Transmittal to ROD Dimensions to Measure: Quality, Quantity &

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
	Residential Free Patent, Agricultural Free Patent and Special Patents examined and reviewed with the complete requirements and document attached to the 156 application for residential; 36 application for agricultural and 8 applications for special patents, 30 minutes per application with 80% accuracy						Scope of Coverage: Agricultural Free Patent / Residential and Special Patent from PENRO TO ROD MOVs: Transmittal to ROD Dimensions to Measure: Quality, Quantity & Timeliness
Rapid land Tenure Apraisal	Rapid Land Tenure Appraisal (RLTA) to the 15 Barangays of the Municipality of Buenavista conducted. For Q3 and Q4; Signing of Memorandum of Agreement for Q1 and Cascading to the Barangay officials Q1.						Scope of Coverage: PENRO MOVs: Final Output of Land Tenure Appraisal Dimensions to Measure: Quality, Quantity & Timeliness
Foreshore Lease Application	1 Foreshore Lease Application monitored						Scope of Coverage: PENRO MOVs: Transmittal to Record Dimensions to Measure: Quality, Quantity & Timeliness
Appraisal of Foreshore Lease							Scope of Coverage: PENRO MOVs: Transmittal to Record Dimensions to Measure: Quality, Quantity & Timeliness
Claims and Conflict	2 target of claims and conflict to ADR monitored						Scope of Coverage: PENRO MOVs: Transmittal to Record Dimensions to Measure: Quality, Quantity & Timeliness
Final Average Rating:							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Rating		Date	
 MARIA LOURDES P. LASTRA LMO II		I certify that I discussed my assessment of the performance with the employee.					
		CYNTHIA U. LOZANO Chief Technical Services Division		IMELDA M. DIAZ OIC, PENR Officer			

Note:

*** Qualifying Indicators

** Ranking Indicators

* Other Indicators (Tie Breaker)