

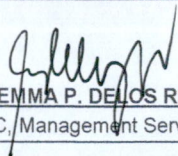

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Jhonna Liza S. Medenilla, of the Planning 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 December 2021.

JHONNA LIZA S. MEDENILLA

Planning Officer II/In-Charge, Planning Section
(Ratee)

Date: April 19, 2021

Reviewed by	Date	Approved by	Date				
 GEMMA P. DELOS REYES PO III/OIC, Management Services Division	April 19, 2021	 IMELDA M. DIAZ OIC-PENRO Officer	April 19, 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 7 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
SUPPORT TO OPERATIONS							
Data Management including Systems Development and Maintenance	100% Maintained functional Information Systems with reports submitted to RO 5 days after end of each quarter * Information System developed by Regional Office 1. Document Tracking System * Information System developed by Central Office 1. eNGAS 2. eBudget * Information System developed by FMB 1. Enhanced Forestry Information System (eFIS) 2. LAWIN						Scope of Coverage: Information Systems developed by Region MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness
	100% Maintained functional Databases with reports submitted to RO 10 days after end of each quarter						Scope of Coverage: Database developed indicating the functionality MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness
	1 Network Infrastructure maintained with 85% uptime with report submitted every 5th day of the following month						Scope of Coverage: Regional Office to PENRO MOVs: submitted report generated by RO Dimensions to Measure: Quality & Timeliness

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Data Management including Systems Development and Maintenance	100% of all e-FIS additional data and information including GIS maps, agreements, area development of all existing tenure uploaded by end of December 2021						All newly approved tenured instruments shall also encoded in eFIS. This includes all graduated NGP sites issued with management arrangements. Profile of all existing tenure shall be encoded completely by 2020. For FY 2021, all eFIS additional data and information including GIS maps, agreements, area development shall be completed. Scope of Coverage: Existing tenure, CTPOs MOVs: MDE Forms (CENRO) 1 tenure - 1 record (PENRO and Region) each tenure shall complete profiling, uploaded GIS maps, agreements and area development in eFIS Dimensions to Measure: Quality & Timeliness
	100% of requested IT-related Technical Assistance acted upon with 80% satisfactory ratings within 3 working days						Forms from KISS-NIMD to be "cascaded" to R.O. Scope of Coverage: DENR Co- whole year; pull out not included; April to Dec. 2021 after the ICT workshop on 16-18 March 2021 MOVs: Consolidated report Dimensions to Measure: Quality & Timeliness
	100% of Internet connectivity maintained and managed						Scope of Coverage: CY 2021 MOVs: copy of Monthly Uptime Report Dimensions to Measure: Quality & Timeliness
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						Scope of Coverage: Monthly consolidated report of PENROs MOVs: accomplishment report submitted and received by RO PMD-MES Dimensions to Measure: Quality & Timeliness
	FY 2022 Annual Work and Financial Plan based on 2022 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on the prescribed period						Scope of Coverage: FY 2022 MOVs: Endorsement of WFP with acknowledgement of RO PPS Dimensions to Measure: Quality & Timeliness
	FY 2022 Revised Work and Financial Plans based on comments submitted to RO-PMD 5 days upon receipt						All offices should submit the revised WFP based on comments of RO - PMD 5 days upon receipt of the comments Scope of Coverage: Memo for comments (hard copy provided) and the number of days submitted the revised WFP by the offices concerned MOVs: received copy (electronic or hardcopy) of revised wfp submission Dimensions to Measure: Quality & Timeliness
	100% Monitoring and Validation of Program/Projects accomplishment conducted with categorical recommendation submitted before the end of the quarter						Scope of Coverage: FY 2021 WFP MOVs: Quarterly Monitoring Report with categorical recommendation received by the all sections Dimension to Measure: Quality & Timeliness
	100% Consolidated Annual Report prepared and submitted to RO by end of December CY 2021						Scope of Coverage: FY 2021 MOVs: Consolidated Annual Report submitted to RO Dimension to Measure: Quality & Timeliness

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Other Activities:							
Preparation of PBAC Documents	8 PBAC Minutes with Resolutions prepared for review and signature of the Presiding Officer 5 days after the PBAC meeting						Scope of Coverage: Procurement Activities MOVs: Minutes and Resolution, Log Book Dimension to Measure: Quantity, Quality & Timeliness
Final Average Rating:							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date		Final Rating		Date
		I certify that I discussed my assessment of the performance with the employee.					
JHONNA LIZA S. MEDENILLA Planning Officer II/In-Charge, Planning Section		GEMMA P. DELOS REYES PO III/ OIC, Management Services Division			IMELDA M. DIAZ OIC, PENR Officer		

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