

B. Individual Performance Commitment and Review Form



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Lolita Z. Alfante, of DENR CENRO Roxas, Oriental Mindoro, Regulation and Permitting Section, 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 2022**.


LOLITA Z. ALFANTE

Ratee

Date: **April 6, 2022**

Reviewed by:		Date:		Approved by:		Date:	
 NANETTE B. CAPACIO		APR 07 2022		 ENGR. CAESAR E. QUEBEC		APR 08 2022	
Chief, Regulation and Permitting Section				CENR Officer			
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Submission of Statement of Assets and Liabilities and Networth (SALN)	One (1) Statement of Assets, Liabilities and Networth (SALN) based on Section 8 of RA 6713 prepared and submitted to In-charge, Administrative Unit on February 4, 2022						
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Unit on April 13, 2022						
	Two (2) IPCR with rating prepared and submitted to In-charge, Administrative Unit						
	1 - IPCR with rating (July to December 2021) submitted on February 10, 2022						
	2 - IPCR with rating (January to June 2022) submitted on July 15, 2022						
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt						
Attendance to Meetings/ Workshops/ Conference	100% of meetings/ workshops/ conference attended with report submitted 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences						
SUPPORT TO OPERATION							
Wood Importation and Disposition (WID)	100% monthly reports on wood importation and disposition of CENRO reviewed and submitted to Chief, RPS every 25th day of the month						

P / A / Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Issuance of cutting/ harvesting permits and WPP	5 cutting/harvesting permits with report prepared and submitted to Chief, RPS 1 hour upon receipt of the Inventory Report and Stand Stock Table March 15, 2022 - two (2) June 15, 2022 - two (2) September 15, 2022 - one (1)						
Processing and Issuance of Local Transport Permit (LTP)	One (1) Local Transport Permit (LTP) using prescribed template per DENR DAO 2004-55 reviewed and submitted to Chief, RPS and CENR Officer 3 hours upon receipt not later than June 25, 2022						
Collection of Revenues	100% order of payment prepared 15 minutes upon receipt of request (forestry related revenue)						
OTHER CROSS CUTTING INDICATORS							
	100% of External Clients served within the standard set in the Citizen's Charter						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:	
LOLITA Z. ALFANTE		I certify that I discussed my assessment of the performance with the employee.		ENGR. CAESAR E. QUEBEC			
Forester II		NANETTE B. CAPACIO		CENR Officer			
		Chief, Regulation and Permitting Section					