


B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Nanette B. Capacio, 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**.


NANETTE B. CAPACIO
Ratee

Date: **April 6, 2022**

Reviewed and approved by:			Date:				
 ENGR. CAESAR E. QUEBEC CENR Officer			APR 08 2022				
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						
Budget Utilization Rate	100% budget allocation under Regulation and Permitting Section utilized (All billing documents submitted to PENRO) by December 20, 2022						
Submission of Project Procurement Management Plan	One (1) Project Procurement Management Plan-CSE (PPMP) approved and submitted to CENRO Procurement Officer following the prescribed format on the prescribed period						
	One (1) Project Procurement Management Plan-Non-CSE (PPMP) approved and submitted to CENRO Procurement Officer following the prescribed format on the prescribed period						
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						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
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						
Gender and Development	100% of GAD activities implemented with report reviewed and submitted to PENRO by the end of November 2022						
SUPPORT TO OPERATION							
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENR Planning Officer every 20th day of the month						
	FY 2023 proposed Work and Financial Plans submitted to CENRO Planning Officer on the prescribed period						
Wood Importation and Disposition (WID)	100% Monthly reports on wood importation and disposition of CENRO consolidated, validated and submitted to PENRO every end of the month						
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Issuance of cutting/ harvesting permits and WPP	15 cutting/harvesting permits reviewed and submitted to CENR Officer 1 hour upon receipt of the application March 15, 2022 - Four (4) June 15, 2022 - Six (6) September 15, 2022 - Five (5)						
Collection of Revenues	54,397.00 forest revenue collected by the end of December 2022						
	300,000.00 foreshore related revenue collected by the end of December 2022						
	50,000.00 land related revenue collected by the end of December 2022						
	1,000.00 wildlife related revenue collected by the end of December 2022						
Processing and Issuance of Local Transport Permit (LTP)	Three (3) Local Transport Permit (LTP) using prescribed template per DENR DAO 2004-55 reviewed and submitted to CENR Officer 3 hours upon receipt June 28, 2022 - Two (2) September 28, 2022 - One (1)						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Residential Free Patent (disposed under RA 10023 or Residential Free Patent Activity)	145 residential lots surveyed with survey returns endorsed to PENR Office						
	June 15, 2022 - 45 lots September 15, 2022 - 100 lots						
	130 patents for residential lands processed within 120 calendar days approved and transmitted to PENRO based on RA 10023 and DAO 2010-12 and 2019-11						
	June 15, 2022 - 30 patents September 15, 2022 - 80 patents November 20, 2022 - 20 patents						
Agricultural Free Patent	25 agricultural lots surveyed with survey returns endorsed to PENR Office on June 15, 2022						
	20 patents for agricultural lands processed within 120 calendar days approved and transmitted to PENRO						
	September 15, 2022 - 15 patents November 20, 2022 - 5 patents						
Accelaration of land titling through Rapid Land Tenure Appraisal (RLTA)	One (1) resolution/ MOA/ MOPA submitted to CENR Officer on March 15, 2022						
	One (1) cascading of RLTA conducted on March 31, 2022						
	13 Land Tenure Profile (per barangay) prepared and submitted to CENR Officer on September 15, 2022						
Titling of Government lands for public and quasi-public use	One (1) draft proclamation reviewed and submitted to CENR Officer on September 15, 2022						
	Two (2) special patent under Section 4 of RA 10023 (school site) issued on June 15, 2022						
Resolution of Land Claims and Conflicts Cases	Nine (9) Alternative Dispute Resolution (ADR) proceedings conducted with report reviewed and submitted to CENR Officer 5 days after the activity						
	March 20, 2022 - 1 proceeding June 20, 2022 - 3 proceedings September 20, 2022 - 5 proceedings						
Water Permit Application (WPA)	Four (4) WPA accepted, verified and submitted to CENR Officer with recommendation on June 15, 2022						

P / A / Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks				
			Quantity	Quality	Timeliness	Average					
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:					
NANETTE B. CAPACIO Land Management Officer III/ Chief, Regulation and Permitting Section		I certify that I discussed my assessment of the performance with the employee. JIELY ROSE P. GALINDEZ Chief, Planning and Management Support Section		ENGR. CAESAR E. QUEBEC							
				CENR Officer							