



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Kathreen C. Diaz, of DENR CENRO Roxas, Oriental Mindoro, Monitoring and Enforcement 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**.


KATHREEN C. DIAZ
Ratee

Date: **April 6, 2022**

Reviewed by:	Date:	Approved by:	Date:				
 REYNALDO D. PUDIQUET Chief, Monitoring and Enforcement Section	APR 07 2022	 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						
Submission of Project Procurement Management Plan	One (1) Project Procurement Management Plan-CSE (PPMP) prepared and submitted to Chief, MES following the prescribed format on the prescribed period						
	One (1) Project Procurement Management Plan-Non-CSE (PPMP) prepared and submitted to Chief, MES 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						
SUPPORT TO OPERATION							
Coordination and handling of DENR and other special events and national celebrations	Five (5) environmental events organized with report submitted 3 days after the event 1. Month of the Ocean (May) 2. Coral Triangle day (June) 3. World Ocean's Day (June) 4. International Coastal Clean-up (September) 5. Tamaraw Month (October)						
Develop, produce and disseminate media print, broadcast and audio-video materials	Two (2) Radio programs aired DENR special events with report submitted to PENRO through the CENR Officer 3 days after the conduct of activity 1. One on June 20, 2022 2. One on September 20, 2022						
Conduct of environmental lectures	One (1) lecture on Environmental Education conducted specific for youth with report prepared and submitted to PENRO through the CENR Officer on September 20, 2022						
Price Monitoring of Forest Products	100% Monthly Provincial summary report forms prepared and submitted to Chief, MES every 25th day of the month						
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Management of Caves and Cave Resources, Cave Assessment and Classification	One (1) cave assessed with recommended classification prepared and submitted to Chief, CDS on September 10, 2022						
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Identification, mapping & monitoring of fire prone areas	50.0 hectares fire prone areas identified, and mapped with report prepared and submitted to Chief, Enforcement Unit on June 10, 2022						
	One (1) GIS map produced and submitted to Chief, Enforcement Unit on June 10, 2022						
Fireline establishment (to include NGP graduated project)	Report on the 5.0 hectares fireline establishment prepared and submitted to Chief, Enforcement Unit on March 22, 2022						
Compliance Monitoring of WFP holders	Quarterly compliance monitoring reports for Wildlife Farm Permit holders prepared and submitted to Chief, MES 5 days before the end of the quarter						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Compliance Monitoring of CWR	One (1) compliance monitoring report for Certificate of Wildlife Registration reviewed and submitted to Chief, MES on November 20, 2022						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:	
KATHREEN C. DIAZ		I certify that I discussed my assessment of the performance with the employee.		ENGR. CAESAR E. QUEBEC			
Forester I		REYNALDO D. PUDIQUET Chief, Monitoring and Enforcement Section		CENR Officer			