


B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Jiely Rose P. Galindez, of DENR CENRO Roxas, Oriental Mindoro, Planning and Management Support 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**.


JIELY ROSE P. GALINDEZ
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						
	100% Statement of Assets, Liabilities and Networth (SALN) of CENRO Roxas personnel reviewed and submitted to PENRO Admin Section on February 11, 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						
	100% IPCR Commitment of CENRO Roxas personnel reviewed and submitted to PENRO Admin Section 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						
	100% IPCR with rating of CENRO Roxas personnel reviewed and submitted to PENRO Admin Section on prescribed period						
	1 - July to December 2021						
	2 - January to June 2022						
Budget Utilization Rate	100% budget allocation (All billing documents submitted to PENRO) by December 20, 2022						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Submission of Project Procurement Management Plan	100% Project Procurement Management Plan-CSE (PPMP) of CENRO Roxas reviewed and submitted to PENRO on the prescribed period						
	100% Project Procurement Management Plan-Non-CSE (PPMP) submitted to PENRO on the prescribed period						
Report on the Physical Count of Plant Property and Equipment	One (1) inventory report on the Property Plant and Equipment (with ledger card) reviewed and submitted to PENRO on March 25, 2022						
Disposal of unserviceable Plant, Property and Equipment	One (1) Inventory and Inspection Report of Unserviceable Property (IIRUP) reviewed and submitted to PENRO on March 25, 2022						
Maintenance and Repair of Property	Eight (8) vehicles maintained and repaired with report prepared and submitted to Chief, PMSS 5 days before the end of the quarter						
	100% office equipment maintained and repaired including generator set, furnitures and fixtures with report reviewed and submitted to PENRO 5 days before the end of the quarter						
	Three (3) office buildings maintained and repaired with report reviewed and submitted to PENRO 5 days before the end of the quarter						
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						
Gender and Development	100% of GAD activities implemented with report prepared 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 PENRO Planning Officer every 25th day of the month						
	100% of programs/ projects accomplishment monitored/ validated (with categorical recommendation) every end of the quarter						
	FY 2023 proposed Work and Financial Plans submitted to PENRO Planning Officer on the prescribed period						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
	One (1) OPCR Commitment prepared, reviewed and submitted to PENRO on prescribed period						
	Two (2) OPCR with rating prepared, reviewed and submitted to PENRO on prescribed period 1 - July to December 2021 2 - January to June 2022						
EFIS database updated	100% of completed MDE Forms and Information including GIS maps, agreements, area development of all existing tenures submitted to PENRO on December 15, 2022						
Statistical Reporting System	100% Quarterly Statistical report validated on ground, consolidated, analyzed and submitted to PENRO 5 days before the end of the quarter						
Forestry Related Income Collection (FRIC)	100% Monthly Forestry Related Income Collection form accomplished every end of the month						
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Management of Caves and Cave Resources Cave Assessment and Classification	One (1) cave assessment conducted with recommended classification submitted to Chief, CDS on September 10, 2022						
OTHER CROSS CUTTING INDICATORS							
	80% of Stakeholders rated the Office Performance as Satisfactory submitted to PENR Office by the end of December 2022						
	100% of External Clients served within the standard set in the Citizens Charter						
	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by the end of December 2022						
Total Overall Rating							
Final Average Rating							
Adjectival 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.					
JIELY ROSE P. GALINDEZ		ENGR. CAESAR E. QUEBEC		ENGR. CAESAR E. QUEBEC			
Forester II/ Chief, Planning and Management Support Section		CENR Officer		CENR Officer			