



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Marcelina E. Maamo, of DENR CENRO Roxas, Oriental Mindoro, Conservation and Development 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**.

  
**MARCELINA E. MAAMO**  
Ratee

Date: **April 6, 2022**

Reviewed by:		Date:	Approved by:				Date:	
 <b>JOSE T. MONTECALVO</b> Chief, Conservation and Development Section		<b>APR 07 2022</b>	 <b>ENGR. CAESAR E. QUEBEC</b> CENR Officer				<b>APR 08 2022</b>	
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks	
			Quantity	Quality	Timeliness	Average		
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICE</b>								
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							
<b>SUPPORT TO OPERATION</b>								
Simplified Community Resource Management Framework (CRMF) including map and 5 year workplan	Facilitated CBFM PO in gathering data of the activities under two (2) CRMF and prepared submitted output undertaken by CBFM PO to Unit Chief, CBFM for consolidation on November 10, 2022							
Re-surveying and mapping of existing tenurial instrument	208.45 hectares surveyed and relocated every corner of CBFM Manguyang Agrarian Reform Beneficiaries Cooperative and collected data submitted to Team Leader on June 7, 2022							

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Community-based Forest Management Agreement	One (1) tenure/permit holders (CBFMA) monitored in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report prepared and submitted to Chief, CBFM Unit 7 days upon completion						
Performance Evaluation of CSCs outside CBFMA (devolved CSCs) including expired and expiring CBFMA	12 CSC evaluated and assessed with report prepared and submitted to Chief, CBFM Unit per prescribed format indicating categorical recommendation (renewal/ cancellation/ for re-evaluation) on September 15, 2022						
Issuance of cutting/harvesting permits and WPP	100% field inventory conducted as per request of tree cutting/harvesting permits and WPP with reports prepared and submitted to Chief, RPS 2 days after the conduct of the inventory						
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Site Assessment, Surveying, Mapping & Planning	Soil sampling activities within 300 hectare site conducted including soil analysis, perimeter survey, site assessment of potential sites for development and collected data submitted to NGP Focal Person on June 7, 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.					
MARCELINA E. MAAMO		JOSE T. MONTECALVO		ENGR. CAESAR E. QUEBEC			
Forest Technician I		Chief, Conservation and Development Section		CENR Officer			