



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Ivy Migzylo E. Macalalag, 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**.


IVY MIGZYLO E. MACALALAG
Ratee

Date: **April 6, 2022**

Reviewed by:		Date:		Approved by:		Date:	
 JOSE T. MONTECALVO Chief, Conservation and Development 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						
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						
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						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Population & habitat monitoring and protection of priority threatened species -Marine Turtles	100% quarterly monitoring report prepared and submitted to Chief, CDS 10 days before the end of the quarter						
Management of Wildlife Rescue Centers (WRCs)	One (1) WRC maintained with prepared quarterly report submitted to Chief CDS 10 days before the end of the quarter						
Inspection of contractor's accomplishment for billing purposes	100% Inspected and Validated ENGP Maintenace and Protection accomplishment at Brgy. Milagrosa, Bulalacao 7 days upon reciept						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:	
IVY MIGZYLO E. MACALALAG Forester I		I certify that I discussed my assessment of the performance with the employee.		ENGR. CAESAR E. QUEBEC			
		JOSE T. MONTECALVO Chief, Conservation and Development Section		CENR Officer			