


B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Jose T. Montecalvo, 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**.


JOSE T. MONTECALVO
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 Conservation and Development Section (All billing documents submitted to PENRO) by December 20, 2022						
Sustained compliance with COA Audit Findings	50% of prior year's audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Years' Recommendation (Part III) on December 01, 2022						
	50% of current year's audit observations and recommendations fully implemented as shown in COA CAAR (Part II) on December 01, 2022						
Submission of Project Procurement Management Plan	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO Procurement Officer following the prescribed format on the prescribed period						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
	One (1) Project Procurement Management Plan-Non-CSE (PPMP) 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						
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							
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						
Simplified Community Resource Management Framework (CRMF) including map and 5 year workplan	Two (2) CRMF, 5YWP and generated map with CSW submitted to the CENR Officer by the end of November 2022						
Resurveying and mapping of existing tenurial instrument	681.92 hectares resurveyed and GIS maps generated (shapefiles provided) and tenurial instrument projected in the control map of the region with report submitted to the CENR Officer on June 15, 2022						
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Community-based Forest Management Agreement	10 tenure/permit holders (CBFMA) monitored in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO through the CENR Officer in 10 days after completion						
Performance Evaluation of CSCs outside CBFMA (devolved CSCs) including expired and expiring CBFMA	115 CSC evaluated, reviewed, and consolidated with report submitted to PENRO through the CENR Officer per prescribed format indicating categorical recommendation (renewal/ cancellation/ for re-evaluation) by September 20, 2022						
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Management of Caves and Cave Resources Cave Assessment and Classification	One (1) cave assessed with recommended classification submitted to PENRO through the CENR Officer on September 15, 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	Habitat monitoring and protection of marine turtle conducted with quarterly monitoring report submitted to PENRO through the CENR Officer 5 days before the end of the quarter						
Management of Wildlife Rescue Centers (WRCs)	One (1) WRC maintained with quarterly report submitted to PENRO through the CENR Officer 5 days before the end of the quarter						
Forest Development, Rehabilitation and Protection	370 hectares maintained and protected (2019-2021 plantation establishment) with atleast 85% survival rate inspected within 30 days after request for inspection						
Site Assessment, Surveying, Mapping & Planning	300 hectares assessed with GIS map generated and 3-year reforestation plan prepared and submitted to PENRO through the CENR Office on June 20, 2022						
Establishment of Forest Nursery	One (1) Forest Nursery with basic facilities for seedling production established on prescribed period						
Maintenance of clonal nursery and production of Quality Planting Matrials (QPM) of Premium and Indigenous forest tree species	One (1) Clonal nursery maintained with 20,000 quality planting materials produced by the end of June 2022						
Maintenance of Individual Plus Trees (IPTs/Seed Production Areas (SPAs))	800 Individual Plus Trees maintained with monthly report submitted to PENRO through the CENR Officer every 2nd day of the succeeding month						
Hiring of Forest Extension Officers (FEOs)	Two (2) FEOs hired with report submitted to the CENR Officer						
Conduct of continuing inventory of Water Users	10 water users inventoried and mapped with report submitted to PENRO through the CENR Officer on June 15, 2022						
Conduct of identification and mapping of Water Sources	10 water sources indentified and mapped with report submitted to PENRO through the CENR Officer on June 15, 2022						
Inspection of contractor's accomplishment for billing purposes	100% certification of inspection of acceptance of contractors' accomplishment issued						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:			Date:
JOSE T. MONTECALVO Senior Ecosystems Management Specialist		I certify that I discussed my assessment of the performance with the employee.		ENGR. CAESAR E. QUEBEC			
		JIELY ROSE P. GALINDEZ Chief, Planning and Management Support Section		CENR Officer			