



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Arabelle Joy V. Tamayosa, 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**.


ARABELLE JOY V. TAMAYOSA
Ratee

Date: **April 6, 2022**

Reviewed by:		Date:		Approved by:		Date:	
 JIELY ROSE P. GALINDEZ		APR 07 2022		 ENGR. CAESAR E. QUEBEC		APR 08 2022	
Chief, Planning and Management Support Section				CENR Officer			
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 Network (SALN)	One (1) Statement of Assets, Liabilities and Network (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 Network (SALN) of CENRO Roxas personnel reviewed, consolidated and submitted to Chief, PMSS on February 8, 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, consolidated and submitted to Chief, PMSS 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, consolidated and submitted to Chief, PMSS on prescribed period						
	1 - July to December 2021						
2 - January to June 2022							
Collection Revenue	100% revenue collected and deposited to BTr every end of the month						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
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 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						
Support to Full Operationalization of Lawin System	Consolidate and upload 600 kilometers of patrol conducted within conservation area to the LAWIN Server with report prepared and submitted to Chief, MES on December 15, 2022						
	100% Quarterly Patrol Plan prepared and submitted to Chief, MES 10 days before the end of the quarter						
	75% of the observed threats had actions taken with reports prepared and submitted to Chief, MES every 20th day of the month						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:	
ARABELLE JOY V. TAMAYOSA Forest Technician I/ In-charge, Admin Unit and Credit Officer		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			