


OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, CYNTHIA U. LOZANO, Chief, Technical Services Division, 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, 2022 to December, 2022.

CYNTHIA U. LOZANO
Chief, Technical Services Division
Date:

Reviewed by:  IMELDA M. DIAZ OIC, PENR Officer	Date:	Approved by: VICENTE B. TUDDAO JR., Ph.D, CESO IV Assistant Regional Director for Technical Services	Date:						
<div style="float: right; text-align: right;"> 5.0 - Outstanding 4.0 - 4.99 - Very Satisfactory 3.0 - 3.99 - Satisfactory 2.0 - 2.99 - Unsatisfactory 1.0 - 1.99 - Poor </div>									
P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT									
Budget Utilization Rate (BUR)	100% budget utilization rate submitted to RO on or before the 10th day following the end of the year (10 January, 2023)		PENR Officer Chief, Management Services Division - Finance Section Chief, Technical Services Division						Scope of Coverage: COA-DBM Memorandum Circular 2019-1, 2021 Annual BUR all funds (Obligations BUR, Disbursement BUR) MOVs: PENRO- transmittal (through email) to RO-FD Dimensions to Measure: Quality & Timeliness
Compliance to PhilGEPS Conditions	100% compliance to PhilGEPS conditions complied by January 31, 2023		PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit - PBAC						Implementation of Good Governance Conditions. Submission of PENRO copy furnish RO Scope of Coverage: 1 Jan. 2021- 31 Dec. 2021 MOVs: PhilGEPS Generated PBB Report at https://data.philgeps.gov.ph or proof of submitted justification to ao25secretariat@dap.edu.ph Copy furnished Regional Office Dimensions to Measure: Quality & Timeliness
Conduct of Early Procurement Activity (EPA)	50% of the total value of eligible projects conducted from the submission of NEP to Congress and with approved Indicative APP submitted within the prescribed deadline		PENR Officer Chief, Management Services Division - Administrative Section Chief, Technical Services Division PENRO BAC						Early Procurement as per PBB 2021 Guidelines subject to issuance of PBB Guidelines Scope of Coverage: CY 2023 MOVs: Submitted Certificate to GPBB with acknowledgement from GPBB Dimensions to Measure: Quality & Timeliness
Submission of Annual Procurement Plan - Common Use supplies and equipment (APP CSE) to DBM-PS	100% of Annual Procurement Plan-Common Use and equipment (APP-CSE) CY 2022 submitted to DBM-PS on the prescribed format based on DBM Circular Letter 2013-14 dated November 29, 2013 on the prescribed period set by DBM-PS (August 31, 2022)	5,000	PENR Officer Chief, Management Services Division - Administrative Section - All Section Chief, Technical Services Division - All Section Protected Area Management Office Information Officer						Copy furnished RO Scope of Coverage: CY 2023 MOVs: http://ps=philgeps.gov.ph/home/index.php/agency-relations/app-cse-2022 - submission list of agencies with successful 2022 APP-CSE submission on the Virtual Store Dimensions to Measure: Quality & Timeliness
	100% of Annual Procurement Plan (APP) Non-CSE CY 2022 based on the approved 2022 GAA submitted to GPPB-TSO on March 31, 2021 in accordance with GPPB Circular 02-202 dated May 20, 2020		PENR Officer Chief, Management Services Division - Administrative Section - All Section Chief, Technical Services Division - All Section Protected Area Management Office Information Officer						Copy furnish RO Scope of Coverage: CY 2022 MOVs: Auto-generated acknowledgement from the GPPB-TSO Dimensions to Measure: Quality & Timeliness
Implementation of Good Governance Conditions	100% DPCRs commitment based on the approved OPCR submitted to the Division concerned by April 15, 2022	5,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division						PENRO submitted to Admin Division RO Scope of Coverage: CY 2022 MOVs: receiving copy of DPCR to concerned Division Dimensions to Measure: Quality & Timeliness
	One (1) Learning and Development intervention per employee on 31 December 2022		PENR Officer Chief, Management Services Division Chief, Technical Services Division						Scope of Coverage: FY 2022 L & D intervention MOVs: TDD database, Regional HRD database, Coaching Plan and Coaching Form Dimensions to Measure: Quantity & Timeliness

PIA/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	100% SALN submitted to DENR Personnel Division based on Section 8 of RA 6713 on February 28, 2022	11,000	All permanent employees Chief, Management Services Division - Administrative Section						Scope of Coverage: 2021 SALN MOVs: Endorsement Memorandum to RO Dimensions to Measure: Quality & Timeliness
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	10,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees						For rservices enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	100% of development activities of all issued Tenurial Instruments updated in eFIS within 15 days upon receipt of the annual accomplishment report		PENR Officer as Approver - Technical Services Division - e-FIS Focal Person as Creator/Encoder Assisted by: Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: Existing 25 year tenure instruments with submitted CY 2021 annual accomplishment report and/or Compliance Monitoring Report MOVs: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness
	100% of basic information of all issued Tenure Instruments and Private Tree Plantation Registration updated in the eFIS within 7 calendar days upon receipt of the approved agreement/registration		PENR Officer as Approver - Technical Services Division - e-FIS Focal Person as Creator/Encoder Assisted by: Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: Newly approved tenure and PTPR MOVs: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% monthly Accomplishment Reports based on targets compliant to the prescribed format submitted to the Regional Office thru the Planning and Management Division every 30th day of the Month	15,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office						Scope of Coverage: Monthly consolidated report of PENRO MOVs: accomplishment report submitted and received by RO PMD-MES Dimensions to Measure: Quality & Timeliness
	FY 2023 Annual Work and Financial Plan based on 2023 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on the prescribed period	9,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office						Scope of Coverage: FY 2023 MOVs: Endorsement of WFP with acknowledgement of RO PPS Dimensions to Measure: Quality & Timeliness
	FY 2023 Revised Work and Financial Plans based on comments submitted to RO-PMD 5 days upon receipt		PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office						All offices should submit the revised WFP based on comments of RO - PMD 5 days upon receipt of the comments Scope of Coverage: Memo for comments (hard copy provided) and the number of days submitted the revised WFP by the offices concerned MOVs: received copy (electronic or hardcopy) of revised wfp submission Dimensions to Measure: Quality & Timeliness
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
Issuance of Wildlife Permits/ Clearances and Certifications	80% wildlife permit, certifications and/or clearance application acted upon within the prescribed period	149,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Wildlife Resource Permitting Unit						Wildlife permit applications acted upon within the number of days as prescribed by the law: LTP: 1-2 days; CWR: 7 days; WFP; 24 days The 80% performance target is based on the approved GAA FY 2022 Scope of Coverage: breakdown of permit clearance timeline per UWM MOVs: supporting documents stated RA 9147 DAO 2004-55, DAO 2004-60) Dimensions to Measure: Quantity, Quality & Timeliness

PIA/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	360 km of patrol conducted within conservation area uploaded to the Lawin Server every 5th of the ensuing month	300,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office						CENRO: at least 10 km regular patrol conducted (monthly) Scope of Coverage: Total forestland MOVs: Based on the data uploaded on the Lawin server Dimensions to Measure: Quantity & Timeliness
	75% percent of the observed threats that require post patrol response had action taken with reports submitted by the end of December 2022		PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office						Several observed threats require a different level of responses (within a week, one month, two months or three months) depending on the gravity of certain threats, some threats need a longer time to resolve or address. As such, 75% of observed threats that require post responses must be addressed or had actions taken at the end of the year Scope of Coverage: Threats observed within the total forestland; year covered 2022 MOVs: Based on the data uploaded on the Lawin server and reports submitted Dimensions to Measure: Quantity & Timeliness
Resolution of Land Cases with claims and conflicts cases	80% land cases resolved/decided amicably and through regular procedure, at least 10% of land cases that undergone ADR proceedings resolved amicably by the end of December 2022	14,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Timeline: Provision on DAO 2016-30/31 For ADR: Under Section 34 of DAO 2016-30, the conduct of ADR proceedings shall be 30 days from the date of referral to and ADR Officer For regular proceedings - No timeline was set. Proposal for identification of the timeline is drafted by LMB for deliberation. Scope of Coverage: Land disputes/cases resolved amicably based on DAO 2016-30 and through regular procedure based on DAO 2016-31 within the year MOVs: Order of compromise agreement signed by the PENRO or the RED. Final decision/ resolution/order signed by the RED Dimensions to Measure: Quantity & Timeliness
Collection of Revenues	430,000 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month		PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Monitoring and Enforcement Section Protected Area Management Office Chief, Management Services Division - Administrative Section - Cashiering Unit						Scope of Coverage: Lands-Foreshore, patrimonial and Gov't properties. PA-Issuance of Wildlife permits, income generated through visitor entrance. FMB-forest revenue collected with official receipt covering all corporate tenures (IFMA, SIFMA FLGMA, FLAG, FLAgT) MOVs: Monthly report of collection, deposit slip Dimensions to Measure: Quantity & Timeliness
Appraisal of Foreshore Leases	2 Appraisal of Foreshore Lease with appraisal report with complete requirements submitted to RO by December 15, 2021	9,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Based on applications filed Scope of Coverage: Appraisal report of foreshore lease received by LMB within the year MOV's: PENRO transmittal memo to RO; list of FLAs received for appraisal provided by LMB Dimensions to Measure: Quantity & Timeliness
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM									
Land Survey, Disposition and Records Management	192 patents for residential land processed within 120 calendar days and approved and transmitted within 10 days to to RoD based on RA 10023 and IRR	288,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Format of transmittal based on DAO 2019-11. LMB will provide template for reporting accomplishments on patent issuance Scope of Coverage: Transmitted to RoD within current year MOV's: transmittal sheets with stamp received by RoD, signed judicial form, listings in excel Format Dimensions to Measure: Quantity, Quality & Timeliness
	250 survey plans submitted to RO by 15 December 2022	563,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						7 days-simple; 15 - complex; LMB will provide MOVs Scope of Coverage: survey plans approved within the year MOV's: transmittal of survey plans for approval Dimensions to Measure: Quantity & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	100 Patents approved for Agricultural Lands and Transmitted to RoD	150,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Bsed on RA 11573; 120 days Scope of Coverage: transmittal sheets with stamp received by RoD, signed judicial form MOVs: transmittal sheets with stamp received by RoD, signed judicial form, listings in excel Format Dimensions to Measure: Quantity, Quality & Timeliness
Forest Development, Rehabilitation and Protection	152.0 hectares planted area maintained and protected (2020-2022 plantation establishment) with at least 85% survival inspected within in 30 days after request for inspection	760,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal						Scope of Coverage: 2020-2022 established plantation MOVs: shall be compiled by project, preferably in a folder to include the ff:LOA, PO workplan, letter request for inspection, memo submitting the inspection report, geotagged photos, map and disbursement vouchers. List/matrix NGP planted area with inspection report Dimensions to Measure: Quality & Timeliness
OTHER CROSS CUTTING INDICATORS									
Streamlining and Process Improvement of Critical Services (SPICS)	100% of external clients served within the standards set in the Citizen's Charter submitted on the prescribed timeline to RO		PENR Officer Chief, Technical Services Division Chief, Management Services Division						Timeliness will be measured on the processing of the Citizen's Charter (CC) Scope of Coverage: External services; CY 2022 transactions MOVs: Properly filled-up streamlining monitoring forms, Form A and A1 Dimensions to Measure: Quality & Timeliness
Average Rating:				Rating					
CATEGORY									
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Reviewed by:		Assessed by:		Final Rating:					
	Date:		Date:						Date:
Planning Officer		IMELDA M. DIAZ OIC, PENR Officer		VICENTE B. TUDDAO JR., Ph. D., CESO IV Assistant Regional Director for Technical Services					

Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average