

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

for the period January, 2022 to June, 2022.

I, **GEMMA P. DELOS REYES**, In-Charge, Management Services Division of the DENR-PENRO Marinduque, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures

GEMMA P. DELOS REYES
Planning Officer III/In-Charge, Management Services Division
Date: April 13, 2022

Reviewed by:	Date:	Approved by:				Date: April 13, 2022			
<div>IMELDA M. DIAZ OIC-PENRO Officer DENR-PENRO Marinduque</div>		<div>DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services DENR MIMAROPA Region</div>							
						<div>5.0 - Outstanding 4.0 - 4.99 - Very Satisfactory 3.0 - 3.99 - Satisfactory 2.0 - 2.99 - Unsatisfactory</div>			
P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget (P)	Division/Individuals Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT									
Financial Statement	100% of financial statements per Section 41 of PD No. 1445 submitted to COA & RO on January 31, 2022	5,000	PENRO Officer Chief, Management Services Division - Finance Section	100% Reviewed & signed of Financial Statements per section 41 of PD No. 1445 submitted to COA & RO on January 19, 2022.		5.000	5.000	5.000	Scope of Coverage: CY 2022 MOVs: Transmittal to RO - FD (through email); Transmittal to COA with COA stamp Dimensions to Measure: Quality & Timeliness
Submission of Budget and Financial Accountability Reports (BFARs)	8 Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2019-01 "Updated Guidelines Relative to Budget and Financial Accountability Report (BFARs) Starting FY 2019" submitted on the prescribed period as follows: * FAR No. 1 (SAAOBD) submitted every 10th day of the succeeding quarter	6,000	PENRO Officer Chief, Management Services Division - Finance Section	Reviewed and Signed Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2019-01 "Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) Starting FY 2019" submitted to Regional Office and COA via email on the following dates: Submission Dates: 1st Quarter - April 1, 2022 2nd Quarter - July 6, 2022					PENRO submit to RO based on the Memo of USEC Teh dated 8 Jan. 2021 Scope of Coverage: Jan. - Dec. 2022 MOVs: PENRO transmittal to RO-FD (through email) Dimensions to Measure: Quality & Timeliness
	* FAR No. 1A (SAAODBOE) Quarterly Report of Obligations submitted every 10th day of the succeeding quarter			Submission Dates: 1st Quarter - April 1, 2022 2nd Quarter - July 6, 2022		5.000 5.000 5.000	4.919 3.778 4.349	4.960 4.389 4.674	
	* FAR No. 1B (LASA) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter			Submission Dates: 1st Quarter - April 1, 2022 2nd Quarter - July 6, 2022		5.000 5.000 5.000	4.919 3.778 4.389	4.960 4.389 4.674	
	* FAR No. 1C (LASA) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter			Submission Dates: 1st Quarter - April 4, 2022 2nd Quarter - July 5, 2022		5.000 5.000 5.000	4.141 3.990 4.066	4.571 4.495 4.533	
	* FAR No. 1-C submitted every 10th of the succeeding quarter			Submission Dates: 1st Quarter - April 1, 2022 2nd Quarter - July 7, 2022		5.000 5.000 5.000	4.919 3.566 4.243	4.960 4.283 4.621	
	* FAR No. 5 (QRROR) submitted every 10th of the succeeding quarter			Submission Dates: 1st Quarter - April 1, 2022 2nd Quarter - July 1, 2022		5.000 5.000 5.000	5.000 4.990 4.995	5.000 4.995 4.998	
	* FAR No. 6 submitted every 10th of the succeeding quarter			Submission Dates: 1st Quarter - April 4, 2022 2nd Quarter - July 7, 2022		5.000 5.000 5.000	4.141 3.566 3.854	4.571 4.283 4.427	

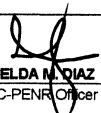
P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget (P)	Division/Individuals Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	* FAR No. 4 Monthly Report of Disbursement (MRD) submitted on or before the 3rd day of the succeeding month		PENR Officer Chief, Management Services Division - Finance Section	Submission Dates: January - January 26, 2022 February - February 24, 2022 March - April 1, 2022 April - April 27, 2022 May - May 27, 2022 June - July 1, 2022		5.000 5.000 5.000 5.000 5.000 5.000	5.000 5.000 4.071 5.000 5.000 3.919	5.000 5.000 4.536 5.000 5.000 4.460	Scope of Coverage: Jan. - Dec. 2022 MOV's: PENRO transmittal to RO - FD (through email) Dimensions to Measure: Quality & Timeliness
Submission of results of FY 2021 Agency Procurement Compliance Performance Indicator (APCPI) System	100% APCPI Results by the concerned offices submitted to GPPB-TSO on 30 June 2022		PENR Officer Chief, Management Services Division - Administrative Section Chief, Technical Services Division PENRO BAC	100% APCPI Results by the concerned offices submitted to GPPB-TSO on 24 June 2022		5.000	4.707	4.854	Scope of Coverage: CY 2021 MOV's: Auto-generated acknowledgement from GPBB-TSO Dimensions to Measure: Quality & Timeliness Remarks: New - Included in the qualifying of PBB per AO 25 deadline is on 30 June 2022 copy furnished RO
Submission of Annual Procurement Plan (APP) Non-CSE based on Approved GAA to GPPB-TSO	100% of Annual Procurement Plan (APP) Non-CSE CY 2022 based on the approved 2022 GAA submitted to GPPB-TSO on March 31, 2022 in accordance with GPPB Circular 02-202 dated May 20, 2020	1,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	100% of Annual Procurement Plan (APP) Non-CSE CY 2022 based on the approved 2022 GAA submitted to GPPB-TSO on January 26, 2022 in accordance with GPPB Circular 02-202 dated May 20, 2020		5.000	5.000	5.000	Scope of Coverage: CY 2022 MOV's: Auto-generated acknowledgement from the GPPB-TSO Dimensions to Measure: Quality & Timeliness
Submission of Report on the Physical Count of Property, Plan and Equipment (RPCPPE) to COA	1 Report on Physical Count of Property, Plan and Equipment (RPCPPE) submitted to Commission on Audit (COA) on 31 January 2022 based on Government Accounting Manual	5,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Report on Physical Count of Property, Plan and Equipment (RPCPPE) submitted to Commission on Audit (COA) on 31 January 2022 based on Government Accounting Manual		5.000	3.000	4.000	Scope of Coverage: CY 2021 MOV's: Submitted Inventory report (RPCPPE) with stamp received by COA Dimensions to Measure: Quality & Timeliness
Implementation of Good Governance Conditions	100% of SALN reviewed within 7 days upon submission of respective personnel in the Admin Section - Personnel Unit on February 28, 2022	11,000	All permanent employees Chief, Management Services Division - Administrative Section - Personnel Unit	100% SALN submitted to DENR Personnel Division based on Section 8 of RA 6713 on February 18, 2022 with Certification of conduct of Review Committee		5.000	5.000	5.000	Scope of Coverage: 2021 SALN MOV's: Certification of conduct of review committee Dimensions to Measure: Quality & Timeliness
	100% of Notice of Salary Adjustment (NOSA)/Notice of Salary Increment received by employee by 31 March 2022	8,000	PENR Officer Chief, Management Services Division - Administrative Section - Finance Section	100% of Notice of Salary Adjustment (NOSA)/Notice of Salary Increment (NOSI) received by employee on March 14, 2022		5.000	5.000	5.000	Scope of Coverage: From the issuance of NBC 584 dated 6 Jan. 2021 (RA No. 11466) MOV's: received copy and summary Dimensions to Measure: Quality & Timeliness
	100% Certification of Leave Credits issued to all employees 7 working days after each semester		PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	100% Certification of Leave Credits issued to all employees on July 5, 2022		5.000	3.424	4.212	Scope of Coverage: All leave credits certificate issued to all employees each semester MOV's: Leave Credits Certification Dimensions to Measure: Quality & Timeliness
	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	100% DPCRs commitment based on the approved OPCR submitted to the Division concerned on April 8, 2022		4.500	5.000	4.750	PENRO submitted to Planning-R.O. Scope of Coverage: CY 2022 MOV's: DPCR Commitment submitted to RO Dimensions to Measure: Quality & Timeliness
	100% IPCRs commitment based on the approved DPCR submitted to the Personnel/Division/Section by 30 April 2022	11,000	PENR Officer Chief, Management Services Division - Administrative Section All Employees	100% IPCRs commitment based on the approved DPCR submitted to the Personnel/Division/Section on March 31, 2022		5.000	5.000	5.000	Scope of Coverage: CY 2022 MOV's: IPCR Commitment 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		PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt		5.000	3.000	4.000	For services enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed Scope of Coverage: 100% of the received documents MOV's: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget (P)	Division/Individuals Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	100% maintained functional databases and information systems with reports submitted to Regional Office 5 days after end of each quarter Databases 1. Electronic National Government Accounting System 3. Land Administration and Management System (LAMS) 4. PENRO Document Action and Tracking System (PDATS) Information Systems 1. DENR Personnel Information System (DPIS) 2. Alternative Dispute Resolution - Monitoring and Result System (ADR-MRS) 3. Electronic National Government Accounting System (ENGAS) 4. Enhanced Budget System (EBUDGET) 5. Enhanced Forestry Information System (EFIS) 6. Landscape and Wildlife Indicator System (LAWIN) 7. Land Administration and Management System (LAMS) 8. E-filing and Monitoring System (EFMS) 9. PENRO Document Action and Tracking System (PDATS)	100,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	100% maintained functional databases and information systems with reports submitted to Regional Office 5 days after end of each quarter Databases 1. Electronic National Government Accounting System 3. Land Administration and Management System (LAMS) 4. PENRO Document Action and Tracking System (PDATS) Information Systems 1. DENR Personnel Information System (DPIS) 2. Alternative Dispute Resolution - Monitoring and Result System (ADR-MRS) 3. Electronic National Government Accounting System (ENGAS) 4. Enhanced Budget System (EBUDGET) 5. Enhanced Forestry Information System (EFIS) 6. Landscape and Wildlife Indicator System (LAWIN) 7. Land Administration and Management System (LAMS) 8. E-filing and Monitoring System (EFMS) 9. PENRO Document Action and Tracking System (PDATS) 1st Quarter - April 1, 2022 2nd Quarter - July 1, 2022					Scope of Coverage: All Information Systems developed MOV's: Quarterly reports submitted to RO Dimensions to Measure: Compliant
	1 Network Infrastructure maintained with 85% uptime with report submitted every 5th days of the following month		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	100% of Internet connectivity maintained/monitored and operationalized with uptime report submitted to PENRO Planning Section January - February 02, 2022 February - March 01, 2022 March - April 01, 2022 April - May 02, 2022 May - June 01, 2022 June - July 01, 2022		5.000 5.000 5.000 5.000 5.000 5.000	3.849 3.990 3.919 3.919 3.636 3.919	4.425 4.460 4.459 4.318 4.459 4.459	Scope of Coverage:Regional Offices to PENRO MOV's: Copy of uptime reports Dimensions to Measure: Compliant
	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	Maintenance of Enhanced Forestry Information System (EFIS) with Quarterly Monitoring Report submitted to Regional Office 1st Quarter - April, 01, 2022 2nd Quarter - July 01, 2022		5.000 5.000 5.000	3.849 3.919 3.884	4.425 4.460 4.442	Scope of Coverage:Existing 25 year tenure instruments with submitted CY 2021 annual accomplishment report and/or Compliance Monitoring Report MOV's: Date receipt and date encoded Dimensions to Measure: Compliant
	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	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 Issued Tenure Instruments and PTPR PTPR (004-2022) PTPR (005-2022) PTPR (001-2022) CTPO (PB-001-2022) CTPO (PB-002-2022) PLTP (DENR MIMAROPA REGION-2022-018) PLTP (DENR MIMAROPA REGION-2022-020) SPLTP (DENR MIMAROPA REGION-2022-021) PTPR (006-2022) SPLTP (DENR MIMAROPA REGION-2022-035)		5.000	5.000	5.000	Scope of Coverage: Newly approved tenure and PTPR MOV's: Date receipt and date encoded Dimensions to Measure: Compliant

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget (P)	Division/Individuals Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
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		PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office	100% Monthly Accomplishment Reports prepared based on targets compliant to the prescribed format submitted to the Regional Office thru the Planning and Management Division on the following dates: January - January 28, 2022 February - February 28, 2022 March - March 30, 2022 April - April 29, 2022 May - May 30, 2022 June - June 30, 2022		5.000 5.000 5.000 5.000 5.000 5.000	3.636 3.990 3.919 3.636 3.919 3.919	4.318 4.495 4.459 4.318 4.459 4.418	Scope of Coverage: Monthly consolidated report of PENRO MOVs: accomplishment report submitted and received by RO PMD-MES Dimensions to Measure: Quality & Timeliness Remarks: Encoded also in the google sheet of PMD-MES
	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		PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office	FY 2023 Proposed Physical and Financial Plan prepared and submitted based on 2023 Planning Guidelines on February 10, 2022 via google sheet drive of PMD-PPS		4.500	5.000	4.750	Scope of Coverage: FY 2023 MOVs: Endorsement of WFP with acknowledgement of RO PPS Dimensions to Measure: Quality & Timeliness
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
Collection of Revenues	210,000 revenues collected and deposited thru authorized government depository bank (LBP-Boac Branch) with monthly revenue collection report every 10th day of the ensuing 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	210,000 revenues collected and deposited thru authorized government depository bank (LBP-Boac Branch) with monthly revenue collection report submitted as follows: January -February 8, 2022 February - March 24, 2022 March - April 6, 2022 April - May 11, 2022 May - June 27, 2022 June - July 14, 2022		5.000 5.000 5.000 5.000 5.000 5.000 5.000	3.354 2.433 3.707 2.949 2.392 2.804 2.940	4.177 3.717 4.354 3.975 3.696 3.902 3.970	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: Quality & Timeliness
OTHER CROSS CUTTING INDICATORS									
Ease of transaction of Critical external and internal services	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	100% of external clients served within the standards set in the Citizen's Charter submitted on the prescribed timeline to RO		5.000	5.000	5.000	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
Other Activities from WFP									
General Management and Supervision									
1. Personnel Management a. Preparation of contracts	40 Contract of Service signed within 1 hour per Contract of Service with 100% approval	12,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	63 Contract of Service signed within 15 minutes per Contract of Service with 100% approved	5.000	5.000	5.000	5.000	Scope of Coverage: Jan.-June, CY 2022 MOVs: Approved and Notarized Contracts of Service Dimensions to Measure: Quantity, Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget (P)	Division/Individuals Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
b. Hiring of Blue Guards	1 Blue Guard hired from January to December 2022	240,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	1 Blue Guard hired from January to December 2022		5.000	5.000	5.000	Scope of Coverage: CY 2022 MOVs: Approved and Notarized Contract of Service Dimensions to Measure: Quality & Timeliness
c. Hiring of janitor	2 Janitors hired from January to December 2022	266,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	2 Janitors hired from January to December 2022		5.000	5.000	5.000	Scope of Coverage: Jan.-June, CY 2022 MOVs: Approved and Notarized Contracts of Service Dimensions to Measure: Quality & Timeliness
d. Preparation and processing of emoluments and other payments due to personnel	20 Salary payrolls prepared and processed every 30th day of the month	24,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	22 Salary payrolls prepared and processed every 30th day of the month	3.707	5.000	5.000	4.569	Scope of Coverage: Jan.-June, CY 2022 MOVs: Approved Payrolls Dimensions to Measure: Quantity, Quality & Timeliness
f. Preparation of NOSA/NOSI	65 NOSA report prepared and submitted to RO by March 31, 2022 for approval 8 NOSI report prepared, reviewed and approved by ARD for Management Services	8,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	100% NOSA/NOSI received by employees on March 14, 2022	5.000	5.000	5.000	5.000	Scope of Coverage: CY 2022 MOVs: Received copy of NOSA/NOSI Dimensions to Measure: Quantity, Quality & Timeliness
2. General Services Administration									
A. Property Management									
2. Disposal of unserviceable Property Plant and Equipment (PPE)	1 PPE Disposal Plan prepared and submitted to RO by June, 2022		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	100% of PPE Disposal Plan prepared and submitted to RO on March 15, 2022		5.000	5.000	5.000	Scope of Coverage: 1st Sem, CY 2022 MOVs: PPE Disposal Plan Dimensions to Measure: Quantity, Quality & Timeliness
	1 Inventory and Inspection Report of Unserviceable Property (IIRUP) submitted to RO by March 31, 2022	20,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	100% Inventory and Inspection Report of Unserviceable Property (IIRUP) submitted to RO on February 16, 2022		5.000	5.000	5.000	Scope of Coverage: CY 2022 MOVs: Inventory and Inspection Report of Unserviceable Property Dimensions to Measure: Quantity, Quality & Timeliness
3. Procurement Services Administration									
b. Submission of Indicative Annual Procurement Plan and Project Procurement Management	9 Division/ Office 2023 Indicative Project Procurement Management Plans (PPMP) evaluated and consolidated (March 31, 2022)		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	9 Division/ Office 2023 Indicative Project Procurement Management Plans (PPMP) evaluated and consolidated and submitted to RO on March 30, 2022		5.000	3.212	4.106	Scope of Coverage: CY 2022 MOVs: PPMP Dimensions to Measure: Quality & Timeliness
c. Procurement Monitoring	1 Procurement Monitoring Report (PMR) prepared and submitted on the following dates: (January 14, 2022 for 2nd Sem 2021) (July 14, 2022 for 1st Sem 2022)		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Procurement Monitoring Report (PMR) prepared and submitted on the following dates: (January 14, 2022 for 2nd Sem 2021)		5.000	3.000	4.000	Scope of Coverage: 1st Sem., CY 2021 MOVs: PMR Dimensions to Measure: Quality & Timeliness
4. Cashiering and Collections									
a. Submission of Disbursement Report	6 Disbursement Report prepared and submitted to the Accounting Section RADA! -every 5th of the ensuing month	5,000	PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	6 Disbursement Report prepared and submitted to the Accounting Section RADA! -every 5th of the ensuing month		5.000	3.000	4.000	
	6 Disbursement Report prepared and submitted to the Accounting Section RCI -every 5th of the ensuing month		PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	6 Disbursement Report prepared and submitted to the Accounting Section RCI -every 5th of the ensuing month		5.000	3.000	4.000	
C. Finance Services									
1. Accounting									
a. Disbursement	525 claims obligated/ approved for payment or acted upon by end of June, 2022	8,000	PENR Officer Chief, Management Services Division - Finance Section	525 Disbursement Vouchers/Payroll reviewed and approved within 5 minutes per DV with 100% accuracy	3.000	5.000	5.000	4.333	Scope of Coverage: Jan.-June CY 2022 MOVs: Record Book to Measure: Quantity, Quality & Timeliness Dimensions
	30 LDDAP prepared and forwarded to Cashier within 30 minutes per LDDAP by June 30, 2022		PENR Officer Chief, Management Services Division - Finance Section	47 LDDAP signed and forwarded to cashier within 15 minutes per LDDAP with 100% accuracy	5.000	5.000	5.000	5.000	Scope of Coverage: Jan.-June CY 2022 MOVs: Record Book to Measure: Quantity, Quality & Timeliness Dimensions
b. Bookkeeping	100 Transactions recorded/posted into different books of accounts/ journals by December 31, 2022	6,000	PENR Officer Chief, Management Services Division - Finance Section	118 Reviewed and approved Journal Entry Voucher's within 8 minutes per Journal Entry Voucher with 100% accuracy	4.212	4.000	5.000	4.404	Scope of Coverage: Jan.-June CY 2022 MOVs: Record Book to Measure: Quantity, Quality & Timeliness Dimensions

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget (P)	Division/Individuals Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	700 Journal Entry Voucher prepared and encoded to e-New Government Accounting System (e-NGAS) by December 31, 2022		PENR Officer Chief, Management Services Division - Finance Section	700 Journal Entry Voucher reviewed and approved to e-New Government Accounting System (e-NGAS) on June 30, 2022 with 100% accuracy	3.000	5.000	3.000	3.667	Scope of Coverage: Jan.-June CY 2022 MOVs: JEV's encoded to e-NGAS Dimensions to Measure: Quantity, Quality & Timeliness
	6 Disbursement reports transmitted to COA every 10th of the ensuing month	5,000	PENR Officer Chief, Management Services Division - Finance Section	Submission Dates: January - February 7, 2022 February - March 4, 2022 March - April 6, 2022 April - May 6, 2022 May - June 6, 2022 June - July 6, 2022		5.000 5.000 5.000 5.000 5.000 5.000	3.566 4.283 3.778 3.778 3.778 3.778	4.283 4.642 4.389 4.389 4.389 4.389	Scope of Coverage: Jan.-June CY 2022 MOVs: Submitted to the Resident Auditor Dimensions to Measure: Quality & Timeliness
	4 Reports on Ageing of Cash Advances (RACA) prepared by end of December, 2022		PENR Officer Chief, Management Services Division - Finance Section	Submission Dates: 1st Quarter - April 11, 2022 2nd Quarter - July 6, 2022		5.000 5.000 5.000	2.969 3.778 3.374	3.985 4.389 4.187	Scope of Coverage: Jan.-June CY 2022 MOVs: Submitted thru email to R.O. & Resident Auditor Dimensions to Measure: Quality & Timeliness
c. Remittance	108 Salary & other deductions remittances list prepared by end of December, 2022 - submitted every 10th of the ensuing month	6,000	PENR Officer Chief, Management Services Division - Finance Section	Submission Dates: January - February 2, 2022 February - March 3, 2022 March - April 5, 2022 April - May 6, 2022 May - June 1, 2022 June - July 10, 2022		5.000 5.000 5.000 5.000 5.000 5.000	4.636 4.566 3.990 3.778 4.919 3.000	4.818 4.783 4.495 4.389 4.960 4.000	Scope of Coverage: Jan.-June CY 2022 MOVs: Copy of BIR Remittances Dimensions to Measure: Quality & Timeliness
d. Submission of reports	12 Financial Statements submitted to RO by end of June, 2022 - submitted ever 10th of the ensuing month	5,000	PENR Officer Chief, Management Services Division - Finance Section	12 Reviewed & signed of Financial Statements submitted to Regional office via email on the following dates: March - April 12, 2022 June - July 13, 2022					Scope of Coverage: Jan.-June CY 2022 MOVs: Submitted thru email to R.O. Dimensions to Measure: Quality & Timeliness
						4.000 4.000 4.000	2.908 2.866 2.887	3.454 3.433 3.444	
	36 Financial Statements submitted to COA by end of December, 2022 - submitted ever 10th of the ensuing month		PENR Officer Chief, Management Services Division - Finance Section						
	36 Financial Statements submitted to COA by end of December, 2022 - submitted ever 10th of the ensuing month		PENR Officer Chief, Management Services Division - Finance Section	36 Reviewed & signed of Financial Statements submitted to Resident Auditor via email on the following dates: January - February 9, 2022 February - March 7, 2022 March - April 8, 2022 April - May 8, 2022 May - June 7, 2022 June - July 8, 2022		4.000 5.000 4.000 5.000 5.000 4.000	3.212 3.636 3.354 3.990 3.566 3.354	3.606 4.318 3.677 4.495 4.283 3.677	Scope of Coverage: Jan.-June CY 2022 MOVs: Submitted thru email to the Resident Auditor Dimensions to Measure: Quality & Timeliness
2. Budgeting									
b. Obligation of Allotment	525 Claims obligated /signed in the Box A within 15 minutes upon receipt by end of June, 2022		PENR Officer Chief, Management Services Division - Finance Section	525 vouchers obligated/signed in the Box A within 5 minutes upon receipt with 100% accuracy.	3.000	5.000	5.000	4.333	Scope of Coverage: Jan.-June CY 2022 MOVs: Record Book Dimensions to Measure: Quantity, Quality & Timeliness
f. Hiring of Support Staff	1 Support Staff hired (for e-Budget) - Budget Data Management Assistant from January to June, 2022	77,000	PENR Officer Chief, Management Services Division - Finance Section	1 Support Staff hired (for e-Budget) - Budget Data Management Assistant from January to June, 2022		5.000	5.000	5.000	Scope of Coverage: Jan.-June CY 2022 MOVs: Approved and Notarized Contract of Service Dimensions to Measure: Quantity, Quality & Timeliness
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects									
A. Planning									
1. Coordination, formulation and integration of plans, programs and activities for the short, medium and long term horizon including the review and updating of existing plans									

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget (P)	Division/Individuals Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
a. Preparation and submission of Budget Proposal for FY 2023 cum Forward estimates for FY 2023-2025	1 FY 2023 Proposed Physical & Financial Plans prepared and submitted by end of February, 2022	20,000	PENR Officer Chief, Management Services Division - Planning Section	1 FY 2023 Proposed Physical & Financial Plans prepared and submitted on February 10, 2022 via google sheet drive of PMD-PPS		4.500	5.000	4.750	Scope of Coverage: FY 2023 BP & FE 2023-2025 MOVs: Encoding in the google sheet drive Dimensions to Measure: Quality & Timeliness
b. Conduct of consultation meeting with the stakeholders	1 Meetings/ consultations conducted by March 30, 2022 with report submitted 15 days after the conduct of the activity	50,000	PENR Officer Chief, Management Services Division - Planning Section	1 Meeting consultations conducted on March 25, 2022 with report submitted to RO 14 days after the conduct of the activity		5.000	3.495	4.248	Scope of Coverage: FY 2022 WFP MOVs: Report of Consultation Meeting with CSO feedback form Dimension to Measure: Quality & Timeliness Remarks: Report submitted to RO on April 8, 2022 via email
2. Monitor and evaluate implementation of ENR programs and projects including compliance with ENR policies and agreements	4 Monitoring and validation of programs/ projects accomplishment conducted (with categorical recommendation)	50,000	PENR Officer Chief, Management Services Division	100% Monitoring and Validation of Programs/ Projects accomplishment conducted with categorical recommendation submitted and duly received by all sections:					Scope of Coverage: FY 2022 WFP MOVs: Quarterly Monitoring Report with categorical recommendation received by the all sections Dimension to Measure: Quality & Timeliness Remarks: Presented during the FDU Meetings
a. Conduct of monitoring and validation of programs and projects				1st Quarter - March 21, 2022		5.000	5.000	5.000	
				2nd Quarter - June 15, 2022		5.000	5.000	5.000	
						5.000	5.000	5.000	
Average Rating:									
CATEGORY					Rating				
Total Overall Rating					3.990	4.920	4.290	4.561	
Final Average Rating					4.561				
Adjectival Rating					VERY SATISFACTORY				
Comments and Recommendations for Development purposes:									
Assessed by:	Date:	Reviewed by:	Date:	Final Rating:				Date:	
 IMELDA M. DIAZ OIC-PENR Officer		DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services Performance Management Team (PMT) DENR MIMAROPA Region		LORMELYN E. CLAUDIO, CESO IV Regional Executive Director DENR MIMAROPA Region					

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

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