

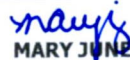
DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

I, **NESTOR N. CUASAY**, In-charge, Management 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 July to December, 2021.

NESTOR N. CUASAY

In-charge, MSD

Date: _____

| Recommending Approval | | | Approved by | | | | | | | |
|--|--|--------------------|---|--|--|------|--|------|---|--|
| <div> MARY JUNE F. MAYPA PENR Officer/ Chairperson, PMT</div> | | | <div>DONNA MAYOR- GORDOVE, CESO IV ARD for Management Services and chairperson, Regional Performance Management Team (PMT)</div> <div>Vice-</div> | | | | | | | |
| | | | | | <div><div></div><div></div><div></div><div></div><div></div></div> | | <div>5.0 4.0 3.0 2.0 1.0</div> | | <div>4.99 3.99 2.99 1.99</div> | |
| P/A/Ps | Performance Indicators (Target + Measures) | Allotted Budget | Organization Accountable | Actual Accomplishments | Rating | | | | Remarks | |
| | | | | | Q1 | E2 | T3 | A4 | | |
| GENERAL ADMINISTRATION AND SUPPORT SERVICE | | | | | | | | | | |
| Budget Utilization Rate | 100% budget utilization rate by the end of December 2021 with report reviewed and submitted to PENRO on the 5th day following the end of the year | 10,000.00 | All Sections, CENROs | 97% Obligation BUR as of December 31, 2021, FMR Report submitted on January 07, 2022 | | | | | COA- DBM Memorandum Circular 2019-1, Annual BUR all funds (Obligations BUR, Disbursement BUR) | |
| | | | | 91% Disbursement BUR as of December 31, 2021, FMR Report submitted on January 07, 2022 | | 4.50 | 3.00 | 3.75 | | |
| Financial Statement | 100% of Financial Statements per Section 41 of PD No. 1445 reviewed and submitted to PENRO on January 31, 2021 | 8,000.00 | Administrative and Finance Section | | | 4.00 | 3.00 | 3.50 | Rated on First Semester | |
| Submission of Budget and Financial Accountability Reports (BFARs) | Seven (7) Budget and Financial Accountability Reports (BFARs) based on DDBM COA Joint Memorandum Circular No. 2019-01 Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) Starting FY 2019 submitted on the prescribed period as follows: | 16,000.00 | Administrative and Finance Section | | | | | | MOOE and Capital Outlay | |


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|--------|--|--------------------|------------------------------------|---|--------|------|------|------|---------|
| | | | | | Q1 | E2 | T3 | A4 | |
| | BAR No. 1 (QPRO) submitted to COA every 10th day following the end of each quarter | | Division, Planning Section | Submitted on: Q3- September 18, 2021 Q4- December 20, 2021 | | 5.00 | 5.00 | 5.00 | |
| | FAR No. 1 (SAAODB) submitted to Regional Office every 10th day following the end of each quarter | | Administrative and Finance Section | Submitted on: Q3- October 2, 2021 Q4- January 7, 2022 | | 4.50 | 5.00 | 4.75 | |
| | FAR No. 1-A (SAAODBOE) submitted to Regional Office every 10th day following the end of each quarter | | Administrative and Finance Section | Submitted on: Q3- October 2, 2021 Q4- January 7, 2022 | | 4.50 | 5.00 | 4.75 | |
| | FAR No. 1-B (LASA) submitted to Regional Office every 10th day following the end of each quarter | | Administrative and Finance Section | Submitted on: Q3- September 29, 2021 Q4- December 31, 2021 | | 4.50 | 5.00 | 4.75 | |
| | FAR No. 5 (QRROR) submitted to Regional Office every 10th day following the end of each quarter | | Administrative and Finance Section | Submitted on: Q3- October 1, 2021 Q4- January 3, 2022 | | 4.50 | 5.00 | 4.75 | |
| | FAR No. 3 Aging and Due and Demandable Obligations (ADDO) submitted to RO every 10th day following the end of the year | | Administrative and Finance Section | Submitted on January 10, 2021 | | 5.00 | 3.00 | 4.00 | |
| | FAR No. 4 Monthly Report of Disbursement submitted to Regional Office every 5th day following the | | Administrative and Finance Section | Submitted on: July- August 1, 2021 August- August 27, 2021 September- September 30, 2021 | | | | | |

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|--|--|--------------------|-------------------------------------|--|--------|------|------|------|--|
| | | | | | Q1 | E2 | T3 | A4 | |
| | end of the month | | | October- October 30, 2021 November- November 30, 2021 December- January 3, 2022 | | 4.50 | 5.00 | 4.75 | |
| Sustained compliance with COA Audit Findings | 30% of prior year's audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Year's Recommendations (Part III) by the end of September 2021 with report reviewed and submitted to the PENRO | | All Divisions, All Sections, CENROs | 33% fully implemented with report submitted to RO on September 29, 2021 | 3.71 | | 3.21 | 3.46 | |
| | 50% of Current year's audit observations and recommendations fully implemented as shown in CAAR Observations and Recommendations (Part II) by the end of September 2021 with Report reviewed and submitted to PENRO | | All Divisions, All Sections, CENROs | 75% Fully implemented with report submitted to RO on September 29, 2021 | 5.00 | | 3.21 | 4.11 | |
| Implementation of Good Governance Conditions | 100% PHILGEPS conditions complied by January 31, 2022 | 10,000.00 | PBAC | 100% PHILGEPS conditions complied by January 25, 2022 | 3.00 | | 5.00 | 4.00 | |
| | 50% of the total value of eligible projects conducted from the submission of NEP to Congress and with approved Indicative APP | | PBAC | 100% of the total value of eligible projects conducted EPA from the submission of NEP to Congress and with approved Indicative APP (Only 9% is Successful by December 15, 2021) | 1.34 | | 5.00 | 3.17 | Early Procurement as Per PBB 2021 Guidelines subject to Issuance of PBB Guidelines |
| | 100% of Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) reviewed and submitted to DBM- Procurement Service (DBM-PS) thru PENRO following the prescribed format based on DBM Circular Letter 2013-14 dated November 29, 2013 on the prescribed period set by DBM PS (December 15, 2021) | 11,000.00 | PBAC, Procurement Officer | 100% of Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) submitted to DBM- Procurement Service (DBM-PS) following the prescribed format based on DBM Circular Letter 2013-14 dated November 29, 2013 on August 28, 2021 | | 5.00 | 3.64 | 4.32 | |

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|--------|---|--------------------|---|--|--------|------|------|------|-------------------------|
| | | | | | Q1 | E2 | T3 | A4 | |
| | 100% Annual Procurement Plan (APP)- Non CSE based on the approved budget in the GAA reviewed and submitted to GPPB-TSO thru PENRO on March 31, 2021 in accordance with GPPB Circular 02-2020 dated May 20, 2020 | 10,000.00 | PBAC, Procurement Officer | | | | | | Rated on First Semester |
| | 1 Report on Physical Count of Property, Plan and Equipment (RPCPPE) reviewed and submitted to Commission on Audit (COA) thru PENRO by the end of January 2021 based on GAM | 10,000.00 | General Services, Committee on RPCPPE, CENROs | | | | | | Rated on First Semester |
| | 100% of request for the maintenance and repair of DENR properties/ facilities and vehicles addressed/ acted upon within the day upon request | 330,000.00 | General Services | 100% of request for the maintenance and repair of DENR properties/ facilities and vehicles addressed/ acted upon within the day upon request | | 5.00 | 3.00 | 4.00 | |
| | 100% submission of SALN to Regional Office thru PENRO based on Section 8 of RA 6713 on February 28, 2021 | 20,000.00 | Administrative and Finance Section, CENROs, All Permanent Employees | | | | | | Rated on First Semester |
| | 100% of SALN reviewed within 7 days upon submission of respective employees in the Administrative and Finance Section | | Administrative and Finance Section | | | | | | Rated on First Semester |
| | 100% of Notice of Salary Adjustment (NOSA) received by employee by March 31, 2021 | 20,000.00 | Administrative and Finance Section | | | | | | Rated on First Semester |

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|---|---|--------------------|--|---|--------|------|------|------|-------------------------|
| | | | | | Q1 | E2 | T3 | A4 | |
| | 100% of Certification of Leave Credits as of June 2021 issued by August 31, 2021 | | Administrative and Finance Section | 100% of Certification of Leave Credits as of June 2021 issued on July 29, 2021 | | 5.00 | 5.00 | 5.00 | |
| | 100% of DPCRs commitment based on the approved OPCR submitted to Regional Office on April 15, 2021 | 6,000.00 | | | | | | | Rated on First Semester |
| | 100% of IPCRs commitment based on the approved DPCR submitted to Regional Office on April 26, 2021 | 10,000.00 | Administrative and Finance Section, All Employees | | | | | | Rated on First Semester |
| | 1 Learning and Development Intervention per employee by end of December 2021 | | Administrative and Finance Section, HRD Focal Person | 96 Employees have 1 L&D Intervention; 40 Employees have 2 or more L&D Intervention by December 15, 2021 | 5.00 | | 5.00 | 5.00 | |
| 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 | 40,000.00 | CENROs, All Sections, All Employees | 100% of documents acted upon with partial/ minor revision need 5 working days for simple documents and 12 days for complex documents upon receipt | | 4.50 | 4.00 | 4.25 | |
| SUPPORT TO OPERATION | | | | | | | | | |
| Data Management including Information Systems Development and Maintenance | 100% of maintained functional Information Systems with report reviewed and submitted to the PENRO 3 days after the end of each quarter | | Planning Section, ICT | Submitted on Q3- October 1, 2021 Q4- January 3, 2022 | | 5.00 | 3.00 | 4.00 | |

| P/A/Ps | Performance Indicators (Target + Measures) | Allotted Budget | Organization Accountable | Actual Accomplishments | Rating | | | | Remarks |
|--|--|--------------------|-------------------------------|--|--------|------|------|------|---------|
| | | | | | Q1 | E2 | T3 | A4 | |
| | 100% of maintained functional databases with report reviewed and submitted to thePENRO every 7th day after the end of each quarter | | Planning Section, ICT, CENROs | Submitted on Q3- October 1, 2021 Q4- January 3, 2022 | | 5.00 | 4.00 | 4.50 | |
| | 1 Network infrastructure maintained with 85% uptime with report reviewed and submitted to PENRO every end of the month | | Planning Section, ICT | 90.95% Uptime (July- December 2021) | | 5.00 | 3.00 | 4.00 | |
| | 100% of request for IT- related technical assistance acted upon with 80% satisfactory ratings within 3 working days | 18,000.00 | Planning Section, ICT | Request for IT- related technical assistance acted within the day with 100% satisfactory rating | | 5.00 | 5.00 | 5.00 | |
| Production and Dissemination of Technical and Popular Materials in the Conservation and Development of Natural Resources including Environmental Education | 7 Environmental events/ activities/ engagements organized based on CY 2021 WFP by with report reviewed and submitted to PENRO 3 days after the event | 36,000.00 | IEC Officer, CENROs | 13 Environmental events/ activities organized by end of November 2021 | 5.00 | | 5.00 | 5.00 | |
| Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects | 100% Monthly accomplishment reports based on targets compliant to prescribed format reviewed and submitted to PENRO every end of the month | 56,000.00 | Planning Section, CENROs | Encoded to googlesheet every 28th day of the month | | 5.00 | 5.00 | 5.00 | |
| | FY 2022 Work and Financial Plan based on 2021 Planning Guidelines reviewed and submitted to the PENRO on the prescribed period | 26,000.00 | Planning Section, CENROs | Submitted online by November 2021 (Implementation Plan was encoded to google sheet provided by the RO) | | 4.50 | 4.00 | 4.25 | |
| | FY 2022 revised Work and Financial Plans based on comments reviewed and submitted to the PENRO 3 days upon receipt | 26,000.00 | Planning Section, CENROs | Submitted online in 3 days upon receipt | | 5.00 | 3.00 | 4.00 | |

| P/A/Ps | Performance Indicators (Target + Measures) | Allotted Budget | Organization Accountable | Actual Accomplishments | Rating | | | | Remarks |
|---|--|---|--------------------------|--|--|--------|--------|--------|---------|
| | | | | | Q1 | E2 | T3 | A4 | |
| OTHER CROSS CUTTING INDICAT | | | | | | | | | |
| | 80% of Stakeholders rated the Office Performance as Satisfactory by end of december 2021 and result reviewed and submitted to PENRO | | CSS Focal Person, CENROs | Rating based on the Report furnished by SDRMD-KISS is Very Satisfactory; Client Feedback were encoded to ARCGIS Survey123 by December 17, 2021 | | 5.00 | 5.00 | 5.00 | |
| | 100% of External Clients served within the standard set in the Citizens Charter | | CSS Focal Person, CENROs | 100% of External Clients served within the standard set in the Citizens Charter (SPICS Monitoring Form was submitted on December 23, 2021) | | 5.00 | 5.00 | 5.00 | |
| | 100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by 3rd week of December 2021 | | FOI Focal Person, CENROs | 100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements on December 15, 2021 | | 5.00 | 5.00 | 5.00 | |
| Average Rating | | | | | | | | | |
| Category | | | | | Rating | | | | |
| Total Overall Rating | | | | | 23.05 | 110.00 | 123.06 | 128.06 | |
| Final Average Rating | | | | | 3.842 | 4.783 | 4.243 | 4.416 | |
| Adjectival Rating | | | | | | | | | |
| Assessed by: | | | | | Final Rating by: VS | | | | |
|  MARY JUNE V. MAYPA PENR Officer/ Chairperson, PMT | Date | DONNA MAYOR- GORDOVE, CESO IV ARD for Management Services and Vice- Chairperson, Regional Performance Management Team (PMT) | | Date | MARIA LOURDES G. FERRER, CESO III Regional Executive Director/ Chairperson, PMT | | | | |
| | | | | | | | | | |

Legend: 1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average