



**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**

I, **MARY JUNE F. MAYPA**, Head of DENR PENRO, Oriental Mindoro, 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.

  
**MARY JUNE F. MAYPA**  
PENR Officer

Date: \_\_\_\_\_

Recommending Approval					Approved by				
VICENTE B. TUDDAO, JR, PhD., CESO IV ADR for Technical Services		DONNA MAYOR- GORDOVE, CESO IV ARD for Management Services and Vice-Chairperson Performance Management Team (PMT)			MARIA LOURDES G. FERRER, CESO III Regional Executive Director				
						5.0			
						4.0	4.99		
						3.0	3.99		
						2.0	2.99		
						1.0	1.99		
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 submitted to Regional Office on the 10th day following the end of the year	10,000.00	Management Services Division, All Sections, CENROs	97% Obligation BUR as of December 31, 2021, FMR Report submitted on January 07, 2022		4.85	5.00	4.93	Scope of Coverage: COA-DBM Memorandum Circular 2019-01, 2021 Annual BUR all funds (Obligations BUR, Disbursement BUR)MOVs: RO - transmittal (through email) to CO. CO-FMS to acknowledge Dimensions to measure: Quality & Timeliness
				91% Disbursement BUR as of December 31, 2021, FMR Report submitted on January 07, 2022		4.42	5.00	4.71	
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	16,000.00	Management Services Division, Administrative and Finance Section						Scope of coverage: Jan - Dec. 2021 MOVs: RO transmittal to CO Dimensions to measure: Quality & Timeliness
	BAR No. 1 (QPRO) submitted to COA every 10th day following the end of each quarter			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			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			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			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			Submitted on: Q3- October 1, 2021 Q4- January 3, 2022		4.50	5.00	4.75	

P/A/Ps	Performance Indicators (Target + Measures)	Allotted Budget	Organization Accountable	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
	FAR No. 3 Aging and Due and Demandable Obligations (ADDO) submitted to RO every 10th day following the end of the year		Management Services Division, Administrative and Finance Section	Submitted on January 10, 2021		5.00	3.00	4.00	Scope of coverage: Jan - Dec. 2021 MOVs: RO transmittal to CO Dimensions to measure: Quality & Timeliness
	FAR No. 4 Monthly Report of Disbursement submitted to Regional Office every 5th day following the end of the month		Management Services Division, Administrative and Finance Section	Submitted on: July- August 1, 2021 August- August 27, 2021 September- September 30, 2021 October- October 30, 2021 November- November 30, 2021 December- January 3, 2022		4.50	5.00	4.75	Scope of coverage: Jan - Dec. 2021 MOVs: RO transmittal to CO Dimensions to measure: Quality & Timeliness
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 submitted to the Regional Office		All Divisions, All Sections, CENROs	33% fully implemented with report submitted to RO on September 29, 2021	3.707		3.212	3.460	Scope of coverage: 2020 CAAR based on the date of issuance by COA MOVs: Agency Action Plan Status of Implementation (AAPSI) Dimensions to measure: Quantity & Timeliness
	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 submitted to the Regional Office		All Divisions, All Sections, CENROs	75% Fully implemented with report submitted to RO on September 29, 2021	5.00		3.212	4.110	Scope of coverage: 2020 CAAR based on the date of issuance by COA MOVs: Agency Action Plan Status of Implementation (AAPSI) Dimensions to measure: Quantity & Timeliness
Implementation of Good Governance Conditions	100% PHILGEPS conditions complied by January 31, 2022	10,000.00	Management Services Division, PBAC	100% PHILGEPS conditions complied by January 25, 2022	3.00		5.00	4.00	Scope of coverage: 1 Jan 2021 - 31 Dec. 2021 MOVs: PhilGEPS Generated PBB Report at <a href="https://data.philgeps.gov.ph">https://data.philgeps.gov.ph</a> or proof of submitted justification to ao25 secretariat@dap.edu.ph Dimensions to measure: Quantity & Timeliness
	50% of the total value of eligible projects conducted EPA from the submission of NEP to Congress and with approved Indicative APP		Management Services Division, 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	1.343		5.00	3.172	Early Procurement as Per PBB 2021 Guidelines subject to Issuance of PBB Guidelines Scope of Coverage: CY 2022 MOVs: submitted certificate to GPBB Dimensions to measure: Quantity & Timeliness



P/A/Ps	Performance Indicators (Target + Measures)	Allotted Budget	Organization Accountable	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
	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 the prescribed period set by DBM PS (December 15, 2021)	11,000.00	Management Services Division, 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	3.636	4.318	Scope of coverage: CY 2022 MOVs: <a href="https://ps=philgeps.gov.h/home/index.ph/agency-relations/app-cse">https://ps=philgeps.gov.h/home/index.ph/agency-relations/app-cse</a> 2022-submission list of agencies with successful 2022 APP-CSE submission on the virtual Store Dimensions to measure: Quality & Timeliness
	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	Management Services Division, 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	MOVs: vehicles: Purchase request: technical report prepared: acceptance from end-user; Statement of Account, inspection report; receipts Buildings: Purchase request; pre tech report; estimate specs; description; canvass; acceptance; billing Dimensions to measure: Quality & Timeliness
	100% of Certification of Leave Credits as of June 2021 issued by August 31, 2021		Management Services Division, 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	Scope of Coverage: CSC leave Laws CSC MC 40, series of 1998 MOVs: leave credit certification Dimensions to measure: Quality & Timeliness
	1 Learning and Development Intervention per employee by end of December 2021		Management Services Division, 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	Scope of Coverage: FY 2021 L&D Intervention MOVs: TDRIS database, regional HRD database, Coaching plan & Coaching Form Dimensions to measure: Quantity & Timeliness
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	PENRO, All Divisions, CENROs, All Sections, All Employees	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt		5.00	3.00	4.00	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
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	148,000.00	PENRO/ CENROs	285 meetings attended		5.00	5.00	5.00	Scope of Coverage: meetings attended by head of office or meetings of head of office delegated to staff MOVs: Report, matrix of workshop and conference S.O> and Notice of meeting Dimensions to measure: Timeliness

P/A/Ps	Performance Indicators (Target + Measures)	Allotted Budget	Organization Accountable	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
<b>SUPPORT TO OPERATION</b>									
Data Management including Information Systems Development and Maintenance	100% of maintained functional Information Systems with report submitted to the Regional Office 5 days after the end of each quarter		Management Services Division, Planning Section, ICT	Q3- October 1, 2021  Q4- January 3, 2022		5.00	5.00	5.00	Scope of Coverage: Information Systems developed by PENRO MOVs: Quarterly reports submitted to RO, PMD-ICT Dimensions to measure: Quality & Timeliness
	100% of maintained functional databases with report submitted to the Regional Office every 10th day after the end of each quarter		Management Services Division, Planning Section, ICT	Q3- October 1, 2021  Q4- January 3, 2022		5.00	5.00	5.00	Scope of Coverage: Database developed indicating the functionality MOVs: Quarterly reports submitted to RO, PMD-ICT Dimensions to measure: Quality & Timeliness
	1 Network infrastructure maintained with 85% uptime with report submitted to Regional Office every end of the month		Management Services Division, Planning Section, ICT	90.95% Uptime (July- December 2021)		5.00	3.00	4.00	Scope of Coverage: PENRO MOVs: Region report Dimensions to measure: Quality & Timeliness
	100% of all eFIS additional data and information including GIS maps, agreements, area development of all existing tenures uploaded by end of December 2021		Concerned Sections, FIS Focal Person, CENROs	100% of all eFIS additional data and information including GIS maps, agreements, area development of all existing tenures uploaded by December 31, 2021		5.00	3.00	4.00	Scope of Coverage: Existing tenure, CTPOs MOVs: MDE Forms (CENRO) 1 tenure - 1 record (PENRO & region) each tenure shall complete profiling, uploaded GIS maps, agreements and area development in eFIS Dimensions to measure: Quality & Timeliness
	100% of request for IT- related technical assistance acted upon with 80% satisfactory ratings within 3 working days	18,000.00	Management Services Division, Planning Section, ICT	Request for IT- related technical assistance acted within the day with 100% satisfactory rating		5.00	5.00	5.00	Scope of coverage: DENR Co- whole year; pull out not included; MOVs: Consolidated report Dimensions to measure: Quality & Timeliness
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 the end of December 2021	36,000.00	Management Services Division, IEC Officer	13 Environmental events/ activities organized by end of November 2021	5.00		5.00	5.00	Scope of coverage: PENRO and CENROs based on wfp MOVs: list of environmental events; activity reports Dimensions to measure: Quantity & Timeliness
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to RO every end of the month	56,000.00	Management Services Division, Planning Section, CENROs	Encoded every 28th day of the month		5.00	5.00	5.00	Scope of coverage: Monthly regional consolidated report including PENROs & CENROs MOVs: accomplishment report submitted at the PMD Dimensions to measure: Quality & Timeliness
	2 Forest Land Use Plans (FLUPs) adopted by LGUs based on FMB Technical Bulletin No. 2 by the end of December 2021	100,000.00	Technical Services Division, Conservation and Development Section, CENROs	Submitted 2 MOAs and Resolutions by August 2021	3.00	5.00	5.00	4.33	Scope of coverage: Municipalities with forestland MOVs: signed & notarized MOA for Joint FLUP implementation SB resolution, affirmation sheet. Finalized FLUP Dimensions to measure: Quantity, Quality & Timeliness



P/A/Ps	Performance Indicators (Target + Measures)	Allotted Budget	Organization Accountable	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
	FY 2022 Work and Financial Plan based on 2021 Planning Guidelines submitted to the Regional Office on the prescribed period	26,000.00	Management Services Division, 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	Scope of coverage: FY 2022 MOVs: endorsement of WFP Dimensions to measure: Quality & Timeliness
	FY 2022 revised Work and Financial Plans based on comments submitted to the Regional Office 5 days upon receipt	26,000.00	Management Services Division, Planning Section, CENROs	Submitted online in 3 days upon receipt		5.00	4.00	4.50	Scope of coverage: memo for comments (hard copy provided) and the number of days submitted the revised wfp by the office concerned MOVs: received copy (electronic copy or hardcopy) of revised wfp submission Dimensions to measure: Quality & Timeliness
<b>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</b>									
	15% of 20,153.94 has. Of open-access/ untenured lands of public domain placed under appropriate management arrangements/ tenure by end of December 2021		Technical Services Division, Conservation and Development Section, CENROs	LOA- 740 Hectares eNGP Areas by April 2021; FLAG- 42.73 Hectares ORMIN POWER issued July 26, 2021	1.525		5.00	3.263	Scope of coverage: open access and including NGP areas outside tenure MOVs: no. of hectares per tenure & management arrangement issued. Copy of agreement Dimensions to measure: Quantity & Timeliness
	1200 Kilometers of patrol conducted within conservation area uploaded to the LAWIN Server by the end of December 2021	960,000.00	Technical Services Division, Monitoring and Enforcement Section, CENROs	1529.9159 Kilometers of patrol conducted within conservation area uploaded to the LAWIN Server on December 22,2021	4.849		5.00	4.925	Scope of coverage: Total forestland MOVs: Based on the data uploaded on the Lawin server Dimensions to measure: Quantity & Timeliness
	75% of the observed threats had actions taken with reports submitted by the end of December 2021		Technical Services Division, Monitoring and Enforcement Section, CENROs	100% of the observed threats had actions taken with reports submitted on December 22,2021	5.00		5.00	5.00	Scope of coverage: Total forestland 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	80% of 14 land disputes/ cases resolved amicably and through regular procedure by the end of December 2021	122,000.00	Technical Services Division, Regulations and Permitting Section, CENROs	100% land disputes/ cases resolved amicably and through regular procedure by December 28, 2021	4.707		4.00	4.354	Scope of coverage: Total forestland MOVs: Based on the data uploaded on the Lawin server and reports submitted Dimensions to measure: Quantity & Timeliness

P/A/Ps	Performance Indicators (Target + Measures)	Allotted Budget	Organization Accountable	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
Collection of Revenues	260,000.00 Revenue collected and deposited to BTr with monthly report of collection submitted every 5th day of the following month		Technical Services Division, Regulations and Permitting Section, CENROs	3,289,502.00 Revenue collected by December 29, 2021	5.00		5.00	5.00	Scope of coverage: Lands-Foreshore, patrimonial & govt. 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
	5% increase of revenues collected based on previous year's collection		Technical Services Division, Regulations and Permitting Section, CENROs	442% increased (CY 2020-606,938.00)	5.00		5.00	5.00	Scope of coverage: Lands-Foreshore, patrimonial & govt. 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: Notice of bills/ demand letters issued to lessees (no.) revenues collected (Php'000) revenues deposited (Php'000) Dimensions to measure: Quantity & Timeliness
<b>NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM</b>									
Protected Areas Development and Management	4 PAMB Resolutions with Minutes of Meeting submitted to Regional Office by the end of December 2021	381,000.00	Technical Services Division, Conservation and Development Section, CENRO Socorro	13 PAMB Resolutions with Minutes of Meeting submitted to Regional Office by the end of December, 2021	5.00		3.00	4.00	Scope of Coverage: All Protected Areas MOVs: PAMB resolutions with approved minutes Dimensions to measure: Quantity & Timeliness
	1 PA with BMS conducted semi-annually submitted to Regional Office 10 days after completion	250,000.00	Technical Services Division, Conservation and Development Section, CENRO Socorro	1 PA with BMS conducted semi-annually submitted to Regional Office 10 days after completion	3.00		5.00	4.00	Scope of Coverage: Breakdown of Pas MOVs: BMS report (semi-Annual) Dimensions to measure: Quantity & Timeliness
	1 cave assessed with report and recommended classification submitted to Regional Office based on DMC 2007-04 by the end of December 2021	250,000.00	Technical Services Division, Conservation and Development Section, CENRO Roxas	1 cave assessed with report and recommended classification submitted to Regional Office based on DMC 2007-04 on September 11, 2021	3.00	5.00	5.00	4.33	Scope of Coverage: PAs and Non-PAs MOVs: cave assessment report with recommended classification & with signed map (grade 3c or higher) Dimensions to measure: Quantity, Quality & Timeliness



P/A/Ps	Performance Indicators (Target + Measures)	Allotted Budget	Organization Accountable	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
Land Survey, Disposition and Records Management	220 patents for residential lands processed within 120 calendar days approved and transmitted to ROD within 10 days based on RA 10023 and DAO 2010-12 and 2019-11	331,000.00	Technical Services Division, Regulations and Permitting Section, CENROs	178 patents for residential lands processed within an average of 49 calendar days approved and transmitted to ROD within an average of 5 days based on RA 10023 and DAO 2010-12 and 2019-11	2.619	4.00	5.00	3.873	Scope of Coverage: Transmitted to RoD within current year 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	600 hectares planted with atleast 85% survival rate inspected within 30 days after request for inspection	3,900,000.00	Technical Services Division, Conservation and Development Section, NGP Focal, CENROs	600 hectares planted with atleast 85% survival rate inspected within 15 days after request for inspection	3.00	5.00	5.00	4.33	Scope of coverage: regular only (not COBF and continuing) MOVs: shall be complied 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 & disbursement vouchers. List/matrix NGP planted area with inspection report Dimensions to measure: Quantity, Quality & Timeliness
	600 hectares area maintained with atleast 85% survival rate inspected within 30 days after request for inspection	1,200,000.00	Technical Services Division, Conservation and Development Section, NGP Focal, CENROs	600 hectares area maintained with atleast 85% survival rate inspected within 15 days after request for inspection	3.00	5.00	5.00	4.33	Scope of coverage: 2019-2021 established plantation MOVs: shall be complied 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 & disbursement vouchers. List/matrix NGP planted area with inspection report Dimensions to measure: Quantity, Quality & Timeliness
Soil Conservation and Watershed Management	100 cu.m Small Water Impounding System (SWIS) established based on TB 13-A	7,325,000.00	Technical Services Division, Conservation and Development Section, CENROs	100 cu.m Small Water Impounding System (SWIS) established based on TB 13-A		5.00	4.00	4.50	Scope of coverage; 2021 established SWIS MOVs: Bidding Documents, Inspection Report, DV Dimensions to measure: Quality & Timeliness
<b>ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program)</b>									
Watershed Characterization	1 Watershed characterized with VA report submitted to the Regional Office by the end of December 2021	780,000.00	Technical Services Division, Conservation and Development Section, CENRO Roxas	1 Watershed characterized with VA report submitted to the Regional Office December 16, 2021	3.00		5.00	4.00	Scope of coverage; Ridge to reef watershed MOVs: Characterization report Dimensions to measure: Quantity & Timeliness

P/A/Ps	Performance Indicators (Target + Measures)	Allotted Budget	Organization Accountable	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
OTHER CROSS CUTTING INDICATORS									
	80% of Stakeholders rated the Office Performance as Satisfactory by end of December 2021 and result submitted to Regional Office		Management Services Division, 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	Scope of coverage: internal and external processes/ services based on Citizen's Charter MOVs: Submission of CSS summary rating to Citizen's Charter Committee before the last working day of Jan. 2022; computed rating of satisfaction Dimensions to measure: Quality & Timeliness
	100% of External Clients served within the standard set in the Citizens Charter		Management Services Division, 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	Scope of coverage: external services; CY 2021 transactions MOVs: Streamlining monitoring forms. Form A and A1 Dimensions to measure: Quality & Timeliness
	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		Management Services Division, 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	Scope of coverage; DENR online queries, walk in clients MOVs: Palque of recognition/Certification of compliance from compliance to PCOO Dimensions to measure: Quality & Timeliness
Average Rating									
Category					Rating				
Total Overall Rating					74.75	150.27	209.06	206.43	
Final Average Rating					3.738	4.848	4.545	4.488	
Adjectival Rating						V S			
Assessed by:					Final Rating by:				
VICENTE B. TUDDAO, JR, PhD., CESO IV ADR for Technical Services		Date	DONNA MAYOR- GORDOVE, CESO IV		Date	MARIA LOURDES G. FERRER, CESO III			
			ARD for Management Services and Vice- Chairperson, Regional Performance Management Team (PMT)			Regional Executive Director			
Legend: 1 - Quality      2 - Efficiency      3 - Timeliness      4 - Average									