


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 for the period July to December, 2021.


GEMMA P. DELOS REYES

Planning Officer III/In-Charge, Management Services Division
 Date: April 13, 2021

Reviewed by:	<div> IMELDA M. DIAZ OIC-PENR Officer DENR-PENRO Marinduque</div>	Date:	Approved by:	<div>DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services DENR MIMAROPA Region</div>	Date:				
					<div><div><div></div><div></div><div></div><div></div><div></div></div><div>5.0 4.0 - 4.99 3.0 - 3.99 2.0 - 2.99 1.0 - 1.99</div><div>- Outstanding - Very Satisfactory - Satisfactory - Unsatisfactory - Poor</div></div>				
P/A/Ps	Performance Indicators (Targets + Measures)	Alloted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICE									
Budget Utilization Rate (BUR)	100% of budget utilization rate submitted to RO on or before the 10th day following the end of the year (10 January 2022)		PENR Officer OIC, Management Services Division - Finance Section	94% budget utilization rate submitted to RO on January 05, 2022		4.500	5.000	4.750	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
Submission of Budget and Financial Accountability Reports (BFARs)	9 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 on the prescribed period as follows: * BAR No. 1 (QPRO) submitted every end of the quarter * FAR No. 1 (SAAODB) submitted every 10th day of the succeeding quarter * FAR No. 1A (SAAODBOE) Quarterly Report of Obligations submitted every 10th day of the succeeding quarter * FAR No. 1B (LASA) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter * FAR No. 5 Quarterly Report of Revenue and Other Receipt (QRROR) submitted every 10th day of the succeeding quarter * FAR No. 1-C submitted every 10th of the succeeding quarter * FAR No. 3 Ageing and Due and Demandable of Obligations (ADDO) submitted every 10th day following the end of the year		PENR Officer Chief, Management Services Division - Finance Section - Planning Section	Submission Dates: 3rd Quarter - September 29, 2021 4th Quarter - December 31, 2021 3rd Quarter - October 05, 2021 4th Quarter - January 05, 2021 3rd Quarter - October 05, 2021 4th Quarter - January 05, 2022 3rd Quarter - October 04, 2021 4th Quarter - January 05, 2022 3rd Quarter - October 01, 2021 4th Quarter - January 03, 2022 3rd Quarter - October 07, 2021 4th Quarter - January 17, 2022		5.000	4.379	4.690	PENRO submit to RO based on the Memo of USecTeh dated 8 Jan. 2021 Scope of Coverage: July to December 2021 MOVs: PENRO-transmittal to RO-FD Dimensions to Measure: Quality and Timeliness
						5.000	3.283	4.142	
						5.000	3.000	4.000	
						5.000	5.000	5.000	
						5.000	5.000	5.000	
						5.000	5.000	5.000	
						5.000	5.000	5.000	
						5.000	5.000	5.000	
						5.000	3.566	4.283	
						5.000	2.701	3.851	
				Submission Date: January 10, 2022		5.000	3.000	4.000	PENRO to submit to RO on or before 10th day following the end of the year Scope of Coverage: Jan. - Dec. 2021 MOVs: PENRO transmittal to RO - FD Dimensions to Measure: Quality & Timeliness Remarks: Sent via email: Compliant

P/A/Ps	Performance Indicators (Targets + Measures)	Allotted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
	* FAR No. 4 Monthly Report of Disbursements (MRD) submitted on or before 3rd day of the succeeding month			Submission Dates: July - July 27, 2021 August - August 25, 2021 September - October 04, 2021 October - October 29, 2021 November - December 1, 2021 December - January 04, 2022		5.000 5.000 5.000 5.000 5.000 5.000	4.101 5.000 5.000 2.949 5.000 2.949	4.550 5.000 5.000 3.975 5.000 4.354 3.975	PENRO to submit to RO on or before 10th day following the end of the month Scope of Coverage: Jan. - Dec. 2021 MOVs: PENRO transmittal to RO - FD Dimensions to Measure: Quality & Timeliness Remarks: Sent via email: Compliant
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 September 30, 2021 with report submitted to RO		PENR Officer Chief, Management Services Division - Finance Section	100% of Prior Year's audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Years recommendations (Part III) by August 25, 2021 with report submitted to RO	5.000		5.000	5.000	Fully implement the 30% of prior years' audit recommendations as shown in the report on status of implementation of prior years' recommendations. These recommendation will exclude the PPE related items for Annual Audit Report (AAR) DMC MC 2020-01 dated 2 June 2020 Scope of Coverage: 2020 CAAR based on the date of issuance by COA MOVs: Agency Action Plan Status of Implementation (AAPSI) submitted to RO-FD Dimensions to Measure: Quantity & Timeliness Remarks: 1 item for implementation based on COA CAAR; fully implemented already.
	50% of current year's audit observations and recommendations fully implemented as shown in CAAR Observation and Recommendations (PART II) by September 30, 2021 with report submitted to RO		PENR Officer Chief, Management Services Division - Finance Section	50% of current year's audit observations and recommendations fully implemented as shown in CAAR Observation and Recommendations (Part II) by September 24, 2021 with report submitted to RO	3.000		5.000	4.000	PENRO submitted to the RO; Scope of Coverage: 2020 CAAR based on the date of issuance by COA MOVs: Agency Action Plan Status of Implementation (AAPSI) submitted to RO - FD Dimensions to Measure: Quantity & Timeliness Remarks: 2 Items are for implementation based on COA CAAR, 1 fully implemented the other 1 is not yet implemented
	100% compliance to PhilGEPS conditions by January 31, 2022		PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit - PBAC	100% compliance to PhilGEPS conditions by January 26, 2022	3.000		4.283	3.642	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 Dimensions to Measure: Quantity & Timeliness Remarks: Compliant
	50% of the total value of eligible projects submitted 1 month after the approval of the NEP to Congress and with approved indicative APP.		PENR Officer Chief, Management Services Division - All Section/Unit Chief, Technical Services Division - All Section/Unit PBAC	79.56% of the total value of eligible projects conducted Early Procurement Activity (EPA) with notarized certification submitted to GPPB on January 19, 2022	5.000		5.000	5.000	Early Procurement as per PBB 2021 Guidelines subject to issuance of PBB Guidelines Scope of Coverage: CY 2022 MOVs: Submitted Certificate to GPPB Dimensions to Measure: Quantity & Timeliness Remarks: Submission of the EPA Certification under Oath using the applicable prescribed template on or before 31st of January of the fiscal year. Compliant

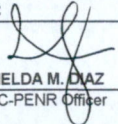
P/A/Ps	Performance Indicators (Targets + Measures)	Allotted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
	100% Annual Procurement Plan-Common Use and equipment (APP-CSE) CY 2022 submitted to DBM-PS on the prescribed format based on DBM Circular Letter 2013-14 dated November 29, 2013 on the prescribed period set by DBM-PS (October 29, 2021)	5000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit PBAC	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 on August 26, 2021 through the PhilGEPS virtual store.		5.000	5.000	5.000	Copy furnished RO Scope of Coverage: CY 2022 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 Remarks: Compliant
	100% of request for maintenance and repair of DENR properties/facilities and vehicles addressed acted upon within the day upon request.	120,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	100% of request for maintenance and repair of DENR properties/facilities and vehicles addressed acted upon within the day upon request		3.000	3.000	3.000	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 Remarks: Compliant
	100% of Certification of Leave Credit as of 30 June 2021 issued by 31 August 2021		PENR Officer Chief, Management Services Division - Administrative Section	100% Certification of Leave Credits as of 30 June 2021 issued by 15 July 2021		5.000	5.000	5.000	Scope of Coverage: CSC Leave Laws CSC MC 40, series of 1998 MOVs: Leave Credits Certification Dimensions to Measure: Quality & Timeliness Remarks: Compliant: Posted in the PENRO Bulletin Board
	1 Learning and Development intervention per employee by end of December 2021		PENR Officer Chief, Management Services Division Chief, Technical Services Division	1 Learning and Development intervention per employee by end of December 2021		5.000	5.000	5.000	Scope of Coverage: FY 2021 L & D intervention MOVs: TDRIS database, Regional HRD database, Coaching Plan and Coaching Form Dimensions to Measure: Quantity & Timeliness Remarks: Complied
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					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 Remarks: Compliant
Attendance to meetings/workshops/conferences	100% of meetings / workshops/ conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings/ workshops conferences		PENR Officer Chief, Management Services Division All Employees	100% of meetings / workshops/ conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings / workshops conferences					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 Remarks: Compliant

P/A/Ps	Performance Indicators (Targets + Measures)	Alloted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	100% Maintained functional Information Systems with reports submitted to RO 5 days after the end of each quarter * Information System developed by Regional Office 1. Document Tracking System (DATS) * Information System developed by Central Office 1. eNGAs 2. eBudget * Information System developed by FMB 1. Enhanced Forest Information System (eFIS) 2. LAWIN		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	100% Maintained functional Information Systems with Quarterly reports submitted to RO via email on the following dates: 3rd Quarter - October 01, 2021 4th Quarter - January 03, 2022 * Information System developed by Regional Office 1. Document Tracking System (DATS) * Information Systems developed by Central Office 1. eNGAS 2. eBudget * Information Systems developed by FMB 1. Enhanced Forest Information System (eFIS) 2. LAWIN		5.000 5.000 5.000	5.000 5.000 5.000	5.000 5.000 5.000	Scope of Coverage: Information Systems developed by Regions MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	100% Maintained functional Databases with reports submitted to RO 10 days after the end of each quarter		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit Chief, Technical Services Division	100% Maintained functional Databases with Quarterly Reports submitted to Regional Office via email on the following dates: 3rd Quarter - October 01, 2021 4th Quarter - January 03, 2022		5.000 5.000 5.000	5.000 5.000 5.000	5.000 5.000 5.000	Scope of Coverage: Database developed indicating the functionality MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness Remarks: Compliant
	1 Network Infrastructure maintained with 85% uptime with report submitted every 5th day of the following month		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	One (1) Network Infrastructure maintained with the monthly uptime rates and reports submitted to RO on the following dates: July - 100% (August 02, 2021) August - 100% (September 03, 2021) September - 100% (October 01, 2021) October - 100% (November 02, 2021) November - 100% (December 01, 2021) December - 100% (January 03, 2022)		5.000 5.000 5.000 5.000 5.000	5.000 5.000 5.000 5.000 5.000	5.000 5.000 5.000 5.000 5.000	Scope of Coverage: Regional Offices to PENRO MOVs: Submitted Report generated by RO Dimensions to Measure: Quality & Timeliness Remarks: Compliant Uptime report generated by the Regional Office.
	100% of all eFIS additional data and information including GIS maps, agreements, area development of all existing tenure uploaded by end of December 2021		PENR Officer as Approver - Technical Services Division - eFIS Focal Person as Creator/Encoder Assisted by: Chief, Management Services Division - Planning Section - ICT Unit	100% of all e-FIS additional data and information including GIS maps, agreements, area development of all existing tenure uploaded before the end of December 2021 Note: Uploading was done throughout the year		4.500	4.000	4.250	All newly approved tenured instruments shall also be encoded in eFIS. This includes all graduated NGP sites issued with management arrangements. Profile of all existing tenure shall be encoded completely by 2020. For FY 2021, all eFIS additional data and information including GIS maps, agreements, area development shall be completed. Scope of Coverage: Existing tenure, CTPOs MOVs: MDE Forms (CENRO) 1 tenure - 1 record (PENRO and Region) each tenure shall complete profiling, uploaded GIS maps, agreements and area development in eFIS Dimensions to Measure: Quality & Timeliness Remarks: 100% of Tenurial Instruments with complete documents (maps and contracts/agreement) were uploaded and submitted through the e-FIS.
	100% of requested IT-related Technical Assistance acted upon with 80% satisfactory ratings within 3 working days		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	100% of requested IT-related Technical Assistance acted upon with 100% satisfactory ratings same day upon request		5.000	5.000	5.000	Forms from KISS-NIMD to be "cascaded" to R.O. Scope of Coverage: DENR Co- whole year; pull out not included; April to Dec. 2021 after the ICT workshop on 16-18 March 2021 MOVs: Consolidated report Dimensions to Measure: Quality & Timeliness Remark: Cosolidated Report from the duly filled up service request form.

PIA/Ps	Performance Indicators (Targets + Measures)	Alloted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	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	46,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office	100% monthly Accomplishment Reports based on targets compliant to the prescribed format submitted to the Regional Office thru the Planning and Management Division with the following dates of submission: July - July 30, 2021 August - August 27, 2021 September - September 28, 2021 October - October 28, 2021 November - November 29, 2021 December - December 29, 2021		4.500	5.000	4.750	Scope of Coverage: Monthly consolidated report of PENROs MOV's: accomplishment report submitted and received by RO PMD-MES Dimensions to Measure: Quality & Timeliness Remarks: Compliant. Submitted through the google sheet of the PMD-MES and e-copy sent via email
	FY 2022 Annual Work and Financial Plan based on 2022 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on the prescribed period	26,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office PGADFPS	FY 2022 Annual Work and Financial Plan based on 2022 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on October 13, 2021		4.500	3.849	4.175	Scope of Coverage: FY 2022 MOV's: Endorsement of WFP with acknowledgement of RO PPS Dimensions to Measure: Quality & Timeliness Remarks: Encoded at PMD-PPS Google Sheet before October 13, 2021
	FY 2022 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 PGADFPS	FY 2022 Revised Work and Financial Plans based on comments submitted to RO-PMD 3 days upon receipt		4.500	3.849	4.175	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 MOV's: received copy (electronic or hardcopy) of revised wfp submission Dimensions to Measure: Quality & Timeliness Remarks: Memo re Consolidated Comments on MIMAROPA WFP dated November 26, 2021. Revisions were coordinated to the PMD-PPS with official memo date November 29, 2021.
Collection of Revenues	161,000 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 - Finance Section - Accountant	Php 178,610.25 revenue collected and deposited to BTr with report of collection on the following dates: July - July 30, 2021 August - August 30, 2021 September - September 28, 2021 October - October 28, 2021 November - November 26, 2021 December - December 21, 2021	3.778		5.000	4.389	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) MOV's: Monthly report of collection, deposit slip Dimensions to Measure: Quantity & Timeliness

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P/A/Ps	Performance Indicators (Targets + Measures)	Alloted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
	5% increase of revenue collection based on previous year's collection		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 - Finance Section - Accountant	34% increase in revenue collection from previous year's collection with a total of Php 396,224.23 revenue collected for CY 2021 with the following breakdown: Forest Revenue Collection: Php 110,224.70 Lands Revenue Collection: Php 153, 739.53 Issuance of Wildlife Permits: Php 132, 280.00	5.000		5.000	5.000	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) MOV's: Notice of bills/demand letters issued to lessees (no.) Revenues collected (PhP000) Revenues deposited (PhP000) Dimensions to Measure: Quantity & Timeliness Remarks: CY 2020 Revenue Collected is Php 295,895.83 Forest - Php 83,036.36 Lands - Php 116,659.47 Wildlife - Php 96,200.00 No collection of revenue from income generated through visitor's entrance since the MWS is closed until Dec. 2021
OTHER CROSS CUTTING INDICATORS									
Conduct of Client Satisfaction Survey (CSS)/QMS Implementation	80% of stakeholders rated the Office Performance as satisfactory by end of December 2021 and result submitted to Citizen's Charter Committee		PENR Officer Chief, Technical Services Division - CSS Focal Persons Chief, Management Services Division - Administrative Section - CSS Focal Persons	81% of stakeholders filled out and rated the Office Performance as Very Satisfactory by December 17, 2021 and submitted/encoded through the Survey 123 Software of the Central Office to generate the result - 1,485 CSS (1,350 - External Client ; 135 - Internal Client)		4.650	5.000	4.825	Scope of Coverage: Internal and External processes/ services based on Citizen's Charter MOV's: 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 Remarks: 1,830 CSS were reported however, only 1,485 rated and filled out the CSS Form. All of the 1,485 CSS Forms duly filled out forms were encoded in the Survey123 Software of the Central Office (1,350 - External Client ; 135 - Internal Client) DENR MIMAROPA obtained an over-all Average CSS Score of 4.65 which is equivalent to Very Satisfactory rating based on the 2021 Client Satisfaction Survey Report of the DENR
Streamlining and Process Improvement of Critical Services (SPICS)	100% of external clients served within the standards set in the Citizen's Charter		PENR Officer Chief, Technical Services Division Chief, Management Services Division	100% of external and internal clients served within the standards set in the Citizen's Charter Monitoring Report of Services to External & Internal Clients submitted on the following: 1st Semester: July 16, 2021 2nd Semester: Dec. 17, 2021		5.000	5.000	5.000	Advisory will be issued on the deadline of submission by PMED; timeliness will be measured on the processing of the Citizen's Charter (CC) Scope of Coverage: External services; CY 2021 transactions MOV's: Streamlining monitoring forms, Form A and A1 Dimensions to Measure: Quality & Timeliness Remarks: Submission of CSS Reports semi-annually

P/A/Ps	Performance Indicators (Targets + Measures)	Alloted Budget (P)	Divisions/Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
Freedom of Information	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on the Presidential Communications Operations Office requirements by 3rd week of December 2021		PENR Officer Chief, Management Services Division - Administrative Section - Records Officer	100% compliance of the four (4) updated Freedom of Information (FOI) requirements based on the Presidential Communications Operations Office requirements on January 21, 2022		4.500	5.000	4.750	Scope of Coverage: DENR Central office-online queries; walk-in clients MOV's: Plaque of Recognition/Certification of Compliance from PCOO Dimensions to Measure: Quality & Timeliness Remarks: FOI Annual Report submitted on January 17, 2022, complaint with the posting of the 1-page FOI Manual in PENRO Office and PENRO Website on January 21, 2022
Average Rating									
Category		Output			Rating				
Total Overall Rating					4.130	4.718	4.618	4.598	
Final Average Rating					4.598				
Adjectival Rating					VERY SATISFACTORY				
Comments and Recommendations for Development purposes:									
Assessed by:					Reviewed by:			Final Rating:	
 IMELDA M. DIAZ OIC-PENR Officer	January 26, 2022	DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services Performance Management Team (PMT) DENR MIMAROPA Region			MARIA LOURDES G. FERRER, CESO III Regional Executive Director DENR MIMAROPA Region				

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

Name of Personnel/Position : GEMMA P. DELOS REYES /PO III/IN-CHARGE, Management Services Division (MSD)					Section:			
Work Arrangement : Report to Office					Division: Management Services Division			
CONSOLIDATED QUARTERLY ACCOMPLISHMENT MONITORING FORM THE THIRD QUARTER QUARTER, C.Y. 2021 (FROM JULY 01 - SEPTEMBER 30, 2021)								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	✓	✓	✓		Report	Monthly Accomplishment Reports	Reviewed Monitoring Report of Physical and Financial Accomplishment for the months of July, August & September, 2021 sent via email	3 days
	✓	✓	✓		BAR No. 1 (QPRO)	Quarterly Accomplishment Reports	Reviewed Monitoring Report of Physical and Financial Accomplishment for the 3rd Quarter, CY 2021 sent via email	3 days
		✓	✓		Obligation Request and Status (ORS) and Disbursement Voucher (DV)	Signing in the Box A of ORS and DVs	Signed in the Box A of ORS and DVs	ANA
	✓	✓	✓		Budget and Financial Accountability Reports (BFARs)	Review and submission of BFARs 2021	Reviewed & submitted BFARs 2021 to the Regional Office on the prescribed periods	5 minutes per Report
		✓	✓		Trial Balance	Signing in the Trial Balance for submission to COA Resident Auditor	Signed in the Trial Balance and submitted to COA Resident Auditor and Regional Office	2 minutes per Trial Balance
		✓	✓		Remittances	Signing of Remittances to other remitting agencies	Signed Remittances to other remitting agencies	2 minutes per Remittance
	✓	✓	✓		FAR #4	Submission of Monthly Reports	Reviewed and signed the FAR #4 for submission to Regional Office	5 minutes per Report
	✓	✓	✓		DPCR & IPCRs	Submission of DPCR of MSD & Review and Signing of IPCRs with Rating & Journals of MSD staff & personnel	Submitted the DPCR of MSD & Reviewed and Signed IPCRs with Rating & Journals of MSD staff & personnel for the 1st Semester, CY 2021	5 days
✓	✓	✓		Management and maintenance of PENRO Marinduque Website and Facebook Page	Review of office advisories regarding COVID-19 as per instructions to ICT Unit by OIC-PENRO Imelda M. Diaz at PENRO Marinduque posted in the website and Facebook Page	Supervised the ICT Unit in the posting of office advisories regarding the updated status on COVID-19 as per instructions by OIC-PENRO Imelda M. Diaz at PENRO Marinduque website and Facebook Page	15 minutes - 1 hour per content upon receipt	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Emails	Incoming and Out-going of all Emails of the PENR Office	Constantly checked all Incoming and Out-going Emails received by the Office and forwarded same thru messenger and text messages to concerned and referred immediately to the receiving personnel of the PENR Office and/or provided advance copies to concerned staff/personnel for their information and appropriate action. Sent communications/correspondences/reports appropriately acted by PENRO staff/personnel thru emails using the official email address of the Office	daily
			✓		LDDAP-ADA	Approve LDDAP-ADA	Approved LDDAP-ADA	2 minutes/ LDDAP-ADA

9m

		✓		LBP-EMDS	Approve LDDAP-ADA in the LBP-EMDS	Approved LDDAP-ADA in the LBP-EMDS	3 seconds/ LDDAP-ADA
		✓		DTRs	Preparation & Submission of DTRs monthly	Prepared and submitted DTRs for the months of July, August & September, 2021	1 hour
		✓		Required Reports by the COA Resident Auditor	Submission of requested documents/reports by the COA Resident Auditor	Submitted requested/required documents/reports to the COA Resident Auditor	1day/Report
		✓		Flag-Raising Ceremony & "Panunumpa ng Katapatan sa Watawat ng Pilipinas" & "Panunumpa ng Kawani ng Gobyerno" & singing of the DENR Hymn every Monday	Participation in the Flag-Raising Ceremony & recite the "Panunumpa ng Katapatan sa Watawat ng Pilipinas" & "Panunumpa ng Kawani ng Gobyerno" & singing of the DENR Hymn every Monday	Participated in the Flag-Raising Ceremony & recited the "Panunumpa ng Katapatan sa Watawat ng Pilipinas" & "Panunumpa ng Kawani ng Gobyerno" & sung the DENR Hymn every Monday	10 mins
		✓		Convocation	Attendance to Convocation every Monday	Attended the Convocation right after the Flag-Raising Ceremony and Panunumpa (with social distancing & wearing face mask)	2 hours
		✓		Clean-up	Cleaning-up and Sanitization of Office Workstation	Cleaned and Sanitized Office Workstation and equipment	10 mins (everyday)
	✓	✓		Staff Meeting	Attendance to the Fourth Staff Meeting	Attended the Fourth Staff Meeting on August 6, 2021 via face-to-face at the PENRO Conference Hall	1 day
		✓		PBAC Meeting	Attendance to the PBAC Meetings	Attended PBAC Meetings	ANA
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		✓		Quarterly & Monthly Accomplishment Monitoring Forms	Submission & review Quarterly & Monthly Accomplishment Monitoring Forms/Journals for Individual Employees/Division (based from RMC-1)	Submitted & reviewed the Quarterly & Monthly Accomplishment Monitoring Forms/Journals for Individual Employees/Division (based from RMC-1) under the MSD submitted	30 minutes - 1 hour (per report)
	✓	✓		Virtual Training-Workshop on Effective Writing (Batch 1)	Attendance to Virtual Training-Workshop on Effective Writing (Batch 1)	Attended the Virtual Training-Workshop on Effective Writing (Batch 1) on July 6-9, 2021 per RSO #345	4 days
	✓	✓		Quality Management System (QMS)	Attendance to QMS Workshop on Process Mapping & Risk-Based Quality Planning via Zoom	Attended the QMS Workshop on Process Mapping & Risk-Based Quality Planning via Zoom on July 28-30, 2021	3 days
	✓	✓			Attendance to Workshop on the Enhancement of QMS Documentation & Implementation Planning via Zoom	Attended the QMS Workshop on Process Mapping & Risk-Based Quality Planning via Zoom on July 12-14, 2021	3 days
		✓		Agency Profile 2021	Submission of Agency Profile 2021 to COA Resident Auditor	Submitted the Agency Profile 2021 to COA Resident Auditor using the prescribed templates	3 days
	✓	✓		Third Quarter Regional Management Conference (RMC)	Attendance to Third Quarter Regional Management Conference (RMC)	Attended the Virtual Third Quarter Regional Management Conference (RMC) on July 21, 23 & 26, 2021	3 days
	✓	✓		Webinar	Attendance to Webinar on RA 9184	Attended the Webinar on RA 9184 on August 10-13, 2021	4 days
	✓	✓		Zoom Meeting	Attendance to CAAR Compliance for the Year 2020 via Zoom Meeting	Attended the CAAR Compliance for the Year 2020 via Zoom Meeting on August 17, 2021	1 day
	✓	✓		VideoConference	Attendance to Entrance Conference with COA via Zoom	Attended Entrance Conference with COA on August 20, 2021 @ 9:00 A.M. via Zoom	3 hrs.

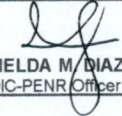
	✓	✓		Webinar	Attendance to 3rd Workshop Session of the Project on the Expansion of QMS of the DENR Process Improvement	Attended 3rd Workshop Session of the Project on the Expansion of QMS of the DENR Process Improvement on August 18-20, 2021	3 days
	✓	✓		Online Learning Event	Attendance to 3rd Workshop Session of the Project on the Expansion of QMS of the DENR Process Improvement	Attended 3rd Workshop Session of the Project on the Expansion of QMS of the DENR Process Improvement on August 18-20, 2021	3 days
	✓	✓		Online ENR Academy Supervisory Course	Attendance to Online ENR Academy Supervisory Course Class 303 Molave	Attended Online ENR Academy Supervisory Course Class 303 Molave on August 23-October 13, 2021 and Graduated with 5th Honors and Best in Field Office Engagement (FOE) Award	257 hours
	✓	✓		Virtual & Face-to-Face Meetings, Webinars & Trainings	Attendance to the Zoom & Face-to-Face Meetings, Webinars and Trainings	Attended the Zoom & Face-to-Face Meetings, Webinars and Trainings pursuant to Memo.Order & Special Orders	ANA
		✓		Reponse to Queries	Respond to Queries re: MSD matters	Responded to Queries re: MSD matters	10 minutes/Query

Signature of the In-Charge, MSD: _____


GEMMA P. DE LOS REYES

Date Accomplished: September 30, 2021

Verified by the Immediate Supervisor: _____


IMELDA M. DIAZ
OIC-PENR Officer

Name of Personnel/Position : GEMMA P. DELOS REYES /PO III/IN-CHARGE, Management Services Division (MSD)					Section:			
Work Arrangement : Report to Office					Division: Management Services Division			
CONSOLIDATED QUARTERLY ACCOMPLISHMENT MONITORING FORM THE FOURTH QUARTER QUARTER, C.Y. 2021 (FROM OCTOBER 01 - DECEMBER 31, 2021)								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	✓	✓	✓		Report	Monthly Accomplishment Reports	Reviewed Monitoring Report of Physical and Financial Accomplishment for the months of October, November & December, 2021 sent via email	3 days
	✓	✓	✓		BAR No. 1 (QPRO)	Quarterly Accomplishment Reports	Reviewed Monitoring Report of Physical and Financial Accomplishment for the 4th Quarter, CY 2021 sent via email	3 days
		✓	✓		Obligation Request and Status (ORS) and Disbursement Voucher (DV)	Signing in the Box A of ORS and DVs	Signed in the Box A of ORS and DVs	ANA
	✓	✓	✓		Budget and Financial Accountability Reports (BFARs)	Review and submission of BFARs 2021	Reviewed & submitted BFARs 2021 to the Regional Office on the prescribed periods	5 minutes per Report
		✓	✓		Trial Balance	Signing in the Trial Balance for submission to COA Resident Auditor	Signed in the Trial Balance and submitted to COA Resident Auditor and Regional Office	2 minutes per Trial Balance
		✓	✓		Remittances	Signing of Remittances to other remitting agencies	Signed Remittances to other remitting agencies	2 minutes per Remittance
	✓	✓	✓		FAR #4	Submission of Monthly Reports	Reviewed and signed the FAR #4 for submission to Regional Office	5 minutes per Report
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		LDDAP-ADA	Approve LDDAP-ADA	Approved LDDAP-ADA	2 minutes/ LDDAP-ADA
		✓		LBP-EMDS	Approve LDDAP-ADA in the LBP-EMDS	Approved LDDAP-ADA in the LBP-EMDS	3 seconds/ LDDAP-ADA	
		✓		DTRs	Preparation & Submission of DTRs monthly	Prepared and submitted DTRs for the months of October, November & December, 2021	1 hour	
		✓		Required Reports by the COA Resident Auditor	Submission of requested documents/reports by the COA Resident Auditor	Submitted requested/required documents/reports to the COA Resident Auditor	1day/Report	
		✓		Flag-Raising Ceremony & "Panunumpa ng Katapatan sa Watawat ng Pilipinas" & "Panunumpa ng Kawani ng Gobyerno" & singing of the DENR Hymn every Monday	Participation in the Flag-Raising Ceremony & recite the "Panunumpa ng Katapatan sa Watawat ng Pilipinas" & "Panunumpa ng Kawani ng Gobyerno" & singing of the DENR Hymn every Monday	Participated in the Flag-Raising Ceremony & recited the "Panunumpa ng Katapatan sa Watawat ng Pilipinas" & "Panunumpa ng Kawani ng Gobyerno" & sung the DENR Hymn every Monday	10 mins	

		✓		Convocation	Attendance to Convocation every Monday	Attended the Convocation right after the Flag-Raising Ceremony and Panunumpa (with social distancing & wearing face mask)	2 hours
		✓		Clean-up	Cleaning-up and Sanitization of Office Workstation	Cleaned and Sanitized Office Workstation and equipment	10 mins (everyday)
	✓	✓		MSD Meeting	Conduct of the MSD Fourth Quarter Meeting	Conducted the MSD Fourth Quarter Meeting on December 22, 2021	1 day
	✓	✓		Staff Meeting	Attendance to the PENRO Staff Meetings and Year-nd Assessment	Attended the PENRO Staff Meetings and Year-nd Assessment via zoom and face-to-face	4 days
		✓		PBAC Meeting	Attendance to the PBAC Meetings	Attended PBAC Meetings	ANA
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)				Quarterly & Monthly Accomplishment Monitoring Forms	Submission & review Quarterly & Monthly Accomplishment Monitoring Forms/Journals for Individual Employees/Division (based from RMC-1)	Submitted & reviewed the Quarterly & Monthly Accomplishment Monitoring Forms/Journals for Individual Employees/Division (based from RMC-1) under the MSD submitted	30 minutes - 1 hour (per report)
	✓	✓		Virtual Training-Workshop on Effective Writing (Batch 1)	Attendance to Virtual Training-Workshop on Effective Writing (Batch 1)	Attended the Virtual Training-Workshop on Effective Writing (Batch 1) on July 6-9, 2021 per RSO #345	4 days
	✓	✓		Quality Management System (QMS)	Attendance to QMS Workshop and Meetings via Zoom	Attended the QMS Workshop and Meetings via Zoom	ANA
	✓	✓		Webinar	Attendance to Webinars	Attended Webinars	ANA
	✓	✓		Online ENR Academy Supervisory Course per DENR Special Order No. 434 dated August 17, 2021	Attendance to Online ENR Academy Supervisory Course Class 303 Molave per DENR Special Order No. 434 dated August 17, 2021	Attended Online ENR Academy Supervisory Course Class 303 Molave on August 23-October 13, 2021 and Graduated with 5th Honors and Best in Field Office Engagement (FOE) Award during the Graduation Ceremonies on December 14, 2021 at DENR Social Hall, Quezon City	257 hours
		✓		Reponse to Queries	Respond to Queries re: MSD matters	Responded to Queries re: MSD matters	10 minutes/ Query

Signature of the In-Charge, MSD: _____

GEMMA P. DE LOS REYES

Date Accomplished: December 31, 2021

Verified by the Immediate Supervisor: _____

IMELDA M. DIAZ
OIC-PENRO Officer