

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

I, CYNTHIA U. LOZANO, Chief, Technical Services Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2021.

CYNTHIA U. LOZANO
Chief, Technical Services Division


Date:

Reviewed by:	Date :	Approved by:	Date:						
IMELDA M. DIAZ OIC. PENR Officer		VICENTE B. TUDDAO JR., <i>Ph.D, CESO IV</i> Assistant Regional Director for Technical Services							
			5.0 - Outstanding 4.0 - 4.99 - Very Satisfactory 3.0 - 3.99 - Satisfactory 2.0 - 2.99 - Unsatisfactory 1.0 - 1.99 - Poor						
P/A/Ps	Performance Indicator (Target + Measures)	Alloted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT									
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 Years recommendations (Part III) by September 30, 2021 with report submitted to RO		PENR Officer Chief, Technical Services Division	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 implemented 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 Aciton Plan Status of Implementation (AAPSI) submitted to RO-FD Dimension 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		PENR Officer Chief, Technical Services Division	50% of current year's audit observations and recommendations fully implemented as shown in CAAR observation and recommendations (Part II) by September 24, 2021	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 Dimension 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, 2021	3.000		4.283	3.642	Implementaion of Good Governance Condition. Submission of PENRO copy furnish RO Scope of Coverage: 1 Jan. 2021-31 Dec. 2021 MOVs: Agency Action Plan Status of Implementation (AAPSI) submitted to RO FD Dimension to Measure : Quantity & Timeliness Remarks: Compliant
	1 Learning and Development intervention per employee before Dec. 15. 2021		PENR Officer Chief, Management Services Division Chief, Technical Services Division	1 Learning and Development intervention per employee before Dec. 15. 2021					Scope of Coverage: FY 2021 L&D intervention MOVs: TDRIS database, Regional HRD database, Coaching Plan and Coaching Form Dimension to Measure : Quantity & Timeliness Remarks : Complied

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Quantity	Quality	Timeliness	Average	
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		PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees	100% of documents acted upon -simple documents - 7 working days upon receipt by the office -complex documents - 15 working days upon receipt by the office		5.000	5.000	5.000	Scope of Coverage: 100% of the received documents MOV: Based on Document tracking system, Logbook, Based on WFP as simple or complex documents Dimension to Measure : Quantity & Timeliness Remarks: Compliant
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	100% maintained functional Information Systems with reports submitted updated before the end of each quarter -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		PENR Officer Chief, Technical Services Division - Planning Section - ICT Unit	100% Maintained functional Systems with Quarterly Reports submitted to RO via email on the following dates: 3rd Quarter -September 29, 2021 4th Quarter - December 30, 2021 -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 5.000	5.000 5.000 5.000 5.000 5.000	Scope of Coverage: Information Systems developed by Regions MOV: Quarterly Reports submitted to RO Dimension to Measure : Quality & Timeliness Remarks: Compliant
	100% maintained functional database 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 database with Quarterly reports submitted to Regional Office via email on the following dates: 3rd Quarter -October 1, 2021 4th Quarter - January 3, 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 MOV: Quarterly reports submitted to RO Dimension to Measure : Quality & Timeliness Remarks: Compliant
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	100% Monthly Accomplishment Report 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 4.500 4.500 4.500 4.500 4.500 4.500	5.000 5.000 5.000 5.000 5.000 5.000 5.000	4.750 4.750 4.750 4.750 4.750 4.750 4.750	Scope of Coverage: Monthly consolidated report of PENROs MOV: Accomplishment report submitted and received by RO PMD-MES Dimension to Measure : Quality & Timeliness Remarks: Compliant. Submitted through the google sheet of the PMD-MES and e-copy sent via email

P/A/Ps	Performance Indicator (Target + Measures)	Alloted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Quantity	Quality	Timeliness	Average	
Simplified Community Resource Management Framework (CRMF) including map and 5-year workplan	1 CRMF, 5-year workplan and generated map with CSW Marinduque forwarded to PENRO on or before November 30, 2021		PENR Officer Chief, Technical Services Division - Conservation & Development Section - Coastal Resource Management Unit	1 CRMF and Workplan formulation with CSW assisted submitted on November 23, 2021		5.000	5.000	5.000	Scope of Coverage: FY 2022 MOV's: Endorsement of CRMF 5-year workplan and generated map forwarded to PENRO Dimension to Measure : Quality & Timeliness Remarks: Complied
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
Issuance of Wildlife Permits/Clearances and Certifications	100% wildlife permit and/or clearance application received and acted upon within the prescribed period - 600 (target for 2nd semester CY 2021)	140,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Wildlife Resource Permitting Unit	107% wildlife permit and/or clearance application received and acted upon within the prescribed period - 644 permits issued for the second semester as accomplishment	3.495	5.000	5.000	5.000	Refers to all applications for permits, clearances and certifications received by the concerned DENR Offices and acted upon whether approved or disapproved within 7 days from date of receipt provided all requirements are complied with, (Certification of wildlife registration, wildlife farm permits, export/import permits/certifications, local transport permit, clearance to operate zoological park/botanical garden and research permitd). Scope of Coverage: breakdown of permit clearance timeline per UWM MOV's: supporting documents stated in RA 9147 DAO 2004-55, DAO 2004-60) Dimension to Measure : Quality & Timeliness Remarks: Compliant
	60 km of patrol conducted within conservation area uploaded to the Lawin Server by every end of December (for Technical Services Division)	288,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	74.48 km patrol conducted within conservation area uploaded to the LAWIN Server for the 2nd Semester	4.636		5.000	4.818	CENRO: atleast 10 km regular patrol conducted (monthly) Scope of Coverage: Total forestland MOV's: Based on the data uploaded on the Lawin Server Dimension to Measure : Quantity & Timeliness Remarks: Compliant
	75% percent of the observed threats had action taken with reports submitted by the end of December 2021		PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office	100% percent of the observed threats which is only 2 threats had been acted upon with reports submitted by the end of December 2021 per LAWIN System report	5.000		5.000	5.000	If the threat is classified as simple, 100% of the observed threats had actions taken. If the threat is complex, 75% of the observed threats had actions taken Scope of Coverage: Total forestland MOV's: Based on the data uploaded on the Lawin Server and reports submitted Dimension to Measure : Quantity & Timeliness Remarks: Compliant 2 threats observed for the Second Semester CY 2021 with actions taken
Resolution of Land Cases with claims and conflicts cases	80% of 2 land cases resolved amicably and through regular procedure by the end of December 2021	17,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patents and Deeds Unit	100% of 2 land cases resolved amicably and through regular procedure by the end of December 2021 1. Lynette M. Mantawid (Claimant/Protestant) vs. Luzviminda L. Bacon, Natividad Lasic, Sotero Lasic, et al (Claimants) -final order dated June 21, 2021 2. Sonia M. Maceda by: Emerita M. Jambalos (Claimant/Respondent) vs. Wilfredo B. Labatete (Claimant/Respondent) -final order dated October 29, 2021	4.707		5.000	4.854	Scope of Coverage: Land disputes/cases resolved amicably based on DAO 2016-30 and through regular procedure based on DAO 2016-31 within the year MOV's: order of compromise agreement signed by the PENRO or the RED. Final decision/resolution Memorandum to Region forwarding the case for resolution Dimension to Measure : Quantity & Timeliness Remarks: Land Cases REsolved for the following: 1. Lynette M. Mantawid (Claimant/Protestant) vs. Luzviminda L. Bacon, Natividad Lasic, Sotero Lasic, et al (Claimants) 2. Sonia M. Maceda by: Emerita M. Jambalos (Claimant/Respondent) vs. Wilfredo B. Labatete (Claimant/Respondent)

P/A/Ps	Performance Indicator (Target + Measures)	Alloted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Quantity	Quality	Timeliness	Average	
Appraisal of Foreshore Lease	2 Appraisal of Foreshore Lease with appraisal report submitted to RO by December 15, 2021	10,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section -Patent and Deeds Unit	2 Appraisal of Foreshore Lease with appraisal report submitted to PENR Officer ; *FLA of Herminia Revilla located at Pootoy, Torrijos, Marinduque on October 7, 2021 *FLA of Zenaida L. Bayot located at Bachao-Ibaba, Gasan, Marinduque submitted on December 1, 2021	3.000		5.000 5.000	3.000	Based on applications filed Scope of Coverage: Appraisal report of foreshore lease received by LMB within the year MOV's: PENRO transmittal memo to RO; list of FLAs received for appraisal provided by LMB Dimension to Measure : Quantity & Timeliness Remarks: Applications endorsed to RO
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM									
Land Survey, Disposition and Records Management	40 patents for residential lands reviewed and processed within 120 calendar days and approved and transmitted to RoD based on RA 10023 and IRR for the 2nd Semester CY 2021	234,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section -Patent and Deeds Unit	49 patents for residential lands reviewed and processed within 120 calendar days and approved and transmitted to RoD based on RA 10023 and IRR	4.566	5.000	5.000	4.855	Format of transmittal based on DAO 2019-11. LMB will provide template for reporting accomplishments on patent issuance Scope of Coverage: Transmitted to RoD with current year MOV's: transmittal sheets with stamp received by RoD, signed judicial form, listings in excel format Dimension to Measure : Quantity , Quality & Timeliness Remarks: July- 2 patents issued November - 47 patents issued
	250 approved survey plans through LAMS by end of December 2021	625,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section -Patent and Deeds Unit	256 approved survey plans through LAMS by end of December 2021	3.141		4.500	3.821	7 days-simple; 15 - complex; LMB provide MOV's Scope of Coverage: survey plans approved within the year MOV's: approved survey plans verified within LAMS Dimension to Measure : Quantity & Timeliness Remarks: Survey Plans forwarded to RO for their approval
Forest Development, Rehabilitation and Protection	70.0 hectares planted with at least 85% survival rate inspected within 30 calendar days after request for inspection	1,473,000	PENR Officer Chief, Technical Services Division - Conservation & Development Section -NGP coordinator/ Focal	70.0 hectares planted with at least 100% survival rate inspected within 15 calendar days after request for inspection	3.000	5.000	5.000	4.333	Memo instructions for 1. Format of inspection report and 2. conduct of inspection Scope of Coverage: Regular only (not CO-based and continuing) MOV's: shall be compiled by project, preferably a folder to include th ff: LOA, PO workplan, letter request for inspection, memo submitting the inspection report, geotagged photos, map and disbursement vouchers. List/matrix NGP planted area with inspection report Dimension to Measure : Quantity , Quality & Timeliness Remarks: Inspected for Survival Rate on December 10-11, 2021. Request for inspection dated December 1, 2021
	72.0 hectares planted area maintained and protected (2019-2021 plantaion establishment) with at least 85% survival inspected within in 30 days after request for inspection	360,000	PENR Officer Chief, Technical Services Division - Conservation & Development Section -NGP coordinator/ Focal	7.0 hectares planted with at least 100% survival rate inspected within 15 calendar days after request for inspection	3.000	5.000	5.000	4.333	Target based on regional budget proposal Scope of Coverage: 2019-2021 established plantation MOV's: shall be compiled by project preferably l a folder to include th ff: LOA, PO workplan, letter request for inspection, memo submitting the inspection report, geotagged photos, map and disbursement vouchers. List/matrix NGP planted area with inspection report Dimension to Measure : Quantity , Quality & Timeliness Remarks: Inspected for Survival Rate on December 17, 2021. Request for inspection dated December 8, 2021 for 12.0 hectares bamboo plantation and December 15, 2021 for 60 hectares nipa plantation

PIA/Ps	Performance Indicator (Target + Measures)	Alloted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Quantity	Quality	Timeliness	Average	
OTHER CROSS CUTTING INDICATORS									
Conduct of Client Satisfactory Survey/QMS Implementation	80% of stakeholders rated the Office Performance as satisfactory by the end of December and result submitted to Citizen's Charter Committee		PENR Officer Chief, Technical Services Division Chief, Management Services Division	81% of stakeholders 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)		3.071	5.000	4.036	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 January 2022; computed rating of satisfaction Dimension 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 Survey 123 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 clients served within the standards set in the Citizen's Charter Monitoring Report of Services to External And Internal Clients submitted on the following: 1st Semester: July 16, 2021 2ns Demester: 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 Dimension to Measure : Quality & Timeliness Remarks: Submission of CSS Reports semi-annually
Average Rating:					3.795	4.381	4.932	4.370	
CATEGORY					Rating				
Total Overall Rating					4.370				
Final Average Rating									
Adjectival Rating					VERY SATISFACTORY				
Reviewed by:	Assessed by:		Final Rating:						
 IMELDA M. DIAZ OIC, PENR Officer	Date:	VICENTE B. TUDDAO JR., Ph. D., CESO IV Assistant Regional Director for Technical Services	Date:	MARIA LOURDES G. FERRER, CESO III Regional Director, DENR MIMAROPA Region				Date:	

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