0-571

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

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 January, 2022 to December, 2022.

GEMMA P. DELOS REYES
In-Charge, Management Services Division / Planning Officer III
Date: April 6, 2022

Reviewed by:	Date:	Approved by:	Date:
IMELDA M. DIAZ OIC-PENR Officer DENR-PENRO Marinduque	April 6, 2022	**DONNA MAYOR-GORDOVE, *CESO IV*** Assistant Regional Director for Management Services DENR MIMAROPA Region Vice Chairperson, Performance Management Team (PMT)	

5.0 - Outstanding
4.0 - 4.99 - Very Satisfactory
3.0 - 3.99 - Satisfactory
2.0 - 2.99 - Unsatisfactory

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT									
Budget Utilization Rate (BUR)	100% budget utilization rate submitted to RO on or before the 10th day following the end of the year (10 January, 2023)		PENR Officer Chief, Management Services Division - Finance Section Chief, Technical Services Division						**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
Financial Statement	100% of financial statements per Section 41 of PD No. 1445 submitted to COA & RO on January 31, 2022	5,000	PENR Officer Chief, Management Services Division - Finance Section						**Scope of Coverage**: CY 2021 **MOVs**: Transmittal to RO - FD (through email); Transmittal to COA with COA stamp **Dimensions to Measure**: Quality & Timeliness
Submission of Budget and Financial Accountability Reports (BFARs)	9 Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2019-01 "Updated Guidelines Relative to Budget and Financial Accountability Report (BFARs) Starting FY 2019" submitted on the prescribed period as follows: * BAR No. 1(QPRO) submitted every 10th of the succeeding quarter * FAR No. 1 (SAAOBD) submitted every 10th day of the suceeding 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. 1-C submitted every 10th of the succeeding quarter * FAR No. 5 (QRROR) submitted every 10th of the succeeding quarter * FAR No. 6 submitted every 10th of the succeeding quarter	6,000	PENR Officer Chief, Management Services Division - Finance Section - Planning Section						PENRO submit to RO based on the Memo of USEC The dated 8 Jan. 2021 **Scope of Coverage**: Jan. - Dec. 2022 **MOVs**: PENRO transmittal to RO-FD (through email) **Dimensions to Measure**: Quality & Timeliness
	* FAR No. 3 Aging and Due and Demandable Obligations (ADDO) on or before the 10th day following the end of the year								**Scope of Coverage**: Jan. - Dec. 2022 **MOVs**: PENRO transmittal to RO - FD (through email) **Dimensions to Measure:** Quality & Timeliness
	* FAR No. 4 Monthly Report of Disbursement (MRD) submitted on or before the 3rd day of the succeeding month								**Scope of Coverage**: Jan. - Dec. 2022 **MOVs**: PENRO transmittal to RO - FD (through email) **Dimensions to Measure**: Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Sustained compliance with COA Audit Findings	50% of Prior Year's audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Years' recommendations (Part III) on December 1, 2022 with report submitted to RO		PENR Officer Chief, Management Services Division - Finance Section						**Scope of Coverage**: 2021 CAAR based on the date of issuance by COA **MOVs**: Agency Action Plan Status of Implement-ation (AAPSI) submitted to RO-FD **Dimensions to Measure**: Quantity & Timeliness
	50% of current year's audit observations and recommendations fully implemented as shown in CAAR Observation and Recommendations (Part II) on December 1, 2022 with report submitted to RO		PENR Officer Chief, Management Services Division - Finance Section						**Scope of Coverage**: 2021 CAAR based on the date of issuance by COA **MOVs**: Agency Action Plan Status of Implement-ation (AAPSI) submitted to RO - FD **Dimensions to Measure**: Quantity & Timeliness
Compliance to PhilGEPS Conditions	100% compliance to PhilGEPS conditions complied by January 31, 2023		PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit - PBAC						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 Copy furnished Regional Office **Dimensions to Measure**: Quality & Timeliness
Conduct of Early Procurement Activity (EPA)	50% of the total value of eligible projects conducted from the submission of NEP to Congress and with approved Indicative APP submitted within the prescribed deadline		PENR Officer Chief, Management Services Division - Administrative Section Chief, Technical Services Division PENRO BAC						Early Procurement as per PBB 2021 Guidelines subject to issuance of PBB Guidelines **Scope of Coverage**: CY 2023 **MOVs**: Submitted Certificate to GPBB with acknowledgement from GPBB **Dimensions to Measure**: Quality & Timeliness
Posting of 2023 APP-NonCSE in the Agency Transparency Page	100% of Indicative FY 2023 APP NonCSE in the Agency's Transparency Seal webpage posted on 20 September 2022		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						**Scope of Coverage**: CY 2023 **MOVs**: printed copy/screenshot of proof of posting of Indicative FY 2023 in the Transparency Seal **Dimensions to Measure**: Quality & Timeliness
Submission og Annual Procurement Plan - Common Use supplies and equipment (APP CSE) to DBM-PS through PhilGEPS Virtual Store	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 (September 30, 2022)	5,000	PENR Officer Chief, Management Services Division - Administrative Section - All Section Chief, Technical Services Division - All Section Protected Area Management Office Information Officer						Copy furnished RO **Scope of Coverage**: CY 2023 **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
	100% of Annual Procurement Plan (APP) Non-CSE CY 2022 based on the approved 2022 GAA submitted to GPPB-TSO on March 31, 2021 in accordance with GPPB Circular 02-202 dated May 20, 2020		PENR Officer Chief, Management Services Division - Administrative Section - All Section Chief, Technical Services Division - All Section Protected Area Management Office Information Officer						Copy furnish RO **Scope of Coverage**: CY 2022 **MOVs**: Auto-generated acknowledgement from the GPPB-TSO **Dimensions to Measure**: Quality & Timeliness
	1 Report on Physical Count of Property, Plan and Equipment (RPCPPE) submitted to Commission on Audit (COA) on 31 January 2022 based on Government Accounting Manual	5,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						RPCPPE as of Dec. 31, 2021 with stamp received by COA of PENRO, Copy furnish RO **Scope of Coverage**: CY 2021 **MOVs**: Submitted Inventory report (RCPPE) with stamp received by COA **Dimensions to Measure**: Quality & Timeliness
	100% vehicles maintained with report submitted to Regional Office on the 15th day after every quarter		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						**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

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Implementation of Good Governance Conditions	100% SALN submitted to DENR Personnel Division based on Section 8 of RA 6713 on February 28, 2022	11,000	All permanent employees Chief, Management Services Division - Administrative Section						**Scope of Coverage**: 2021 SALN **MOVs**: Endorsement Memorandum to RO **Dimensions to Measure**: Quality & Timeliness
	100% of SALN reviewed within 7 days upon submission of respective personnel in the Admin Section - Personnel Unit		PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit						**Scope of Coverage**: 2021 SALN **MOVs**: Certification of conduct of review Committee **Dimensions to Measure**: Quality & Timeliness
	100% of Notice of Salary Adjustment (NOSA) received by employee by 31 March 2022	8,000	PENR Officer Chief, Management Services Division - Administrative Section - Finance Section						**Scope of Coverage**: From the issuance of NBC 584 dated 6 Jan. 2021 (RA No. 11466) **MOVs**: received copy and summary **Dimensions to Measure**: Quality & Timeliness
	100% Certification of Leave Credits issued to all employees 7 working days after each quarter		PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit						**Scope of Coverage**: All leave credits certificate issued to all employees each quarter **MOVs**: Leave Cedits Certification **Dimensions to Measure**: Quality & Timeliness
	FY 2022 OPCR commitment based on approved SPMS guidelines submitted to the RO-PMD on 31 March, 2022	5,000	PENR Officer Chief, Management Services Division - Planning Section						PENRO submitted to PMD Region; **Scope of Coverage**: CY 2022 **MOVs**: receiving copy of OPCR submitted to PMD **Dimensions to Measure**: Quality & Timeliness
	100% DPCRs commitment based on the approved OPCR submitted to the Division concerned by April 15, 2022	5,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division						PENRO submitted to Admin Division RO **Scope of Coverage**: CY 2022 **MOVs**: receiving copy of DPCR to concerned Division **Dimensions to Measure**: Quality & Timeliness
	100% IPCRs commitment based on the approved DPCR submitted to the Personnel/Division/Section by 30 April 2022	11,000	PENR Officer Chief, Management Services Division - Administrative Section All Employees						PENRO submitted to Admin Division RO **Scope of Coverage**: CY 2022 **MOVs**: receiving copy of IPCR to Admin Division **Dimensions to Measure**: Quality & Timeliness
	One (1) Learning and Development intervention per employee on 31 December 2022		PENR Officer Chief, Management Services Division Chief, Technical Services Division						**Scope of Coverage**: FY 2022 L & D intervention **MOVs**: TDD database, Regional HRD database, Coaching Plan and Coaching Form **Dimensions to Measure**: Quantity & Timeliness
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	10,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees						For rservices enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed **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/ 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	57,000	PENR Officer						**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
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	100% Maintained functional databases and Information Systems with reports submitted to RO 5 days after the end of each quarter	100,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						**Scope of Coverage**: All Information Systems developed **MOVs**: Quarterly reports submitted to RO **Dimensions to Measure**: Quality & Timeliness
	1 Network Infrastructure maintained with 85% uptime with report submitted every 5th days of the following month		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						**Scope of Coverage**:Regional Offices to PENRO **MOVs**: Summitted Report generated by RO **Dimensions to Measure**: Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	100% of development activities of all issued Tenurial Instruments updated in eFIS within 15 days upon receipt of the annual accomplishment report		PENR Officer as Approver - Technical Services Division - e-FIS Focal Person as Creator/Encoder Assissted by: Chief, Management Services Division - Planning Section - ICT Unit						**Scope of Coverage**:Existing 25 year tenure instruments with submitted CY 2021 annual accomplishment report and/or Compliance Monitoring Report **MOVs**: Date receipt and date encoded **Dimensions to Measure**: Quality & Timeliness
	100% of basic information of all issued Tenure Instruments and Private Tree Plantation Registration updated in the eFIS within 7 calendar days upon receipt of the approved agreement/registration		PENR Officer as Approver - Technical Services Division - e-FIS Focal Person as Creator/Encoder Assissted by: Chief, Management Services Division - Planning Section - ICT Unit						**Scope of Coverage**: Newly approved tenure and PTPR **MOVs**: Date receipt and date encoded **Dimensions to Measure**: Quality & Timeliness
	100% of Office with complete Updated Citizen Charter processes posted 15 working days upon receipt of issuance of IAD-LAS from Regional Office		PENR Officer Chief, Management Services Division - Administrative Section						**Scope of Coverage**: 100% of Updated Citizens Charter **MOVs**: Proof of posting of Updated CC **Dimensions to Measure**: Quality & Timeliness
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	15,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office						**Scope of Coverage:** Monthly consolidated report of PENRO **MOVs**: accomplishment report submitted and received by RO PMD-MES **Dimensions to Measure**: Quality & Timeliness
	FY 2023 Annual Work and Financial Plan based on 2023 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on the prescribed period	9,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office						**Scope of Coverage:** FY 2023 **MOVs**: Endorsement of WFP with acknowledgement of RO PPS **Dimensions to Measure**: Quality & Timeliness
	FY 2023 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						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 **MOVs:** received copy (electronic or hardcopy) of revised wfp submission **Dimensions to Measure**: Quality & Timeliness
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
Collection of Revenues	345,500 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month 25,500.00 - Forest Revenue 50,000.00 - Foreshore related Revenue 100,000.00 - Lands related Revenue 120,000.00 - Wildlife Permit Revenue 50,000.00 - PAMO Ecotourism		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						**Scope of Coverage:** Lands-Foreshore, patrimonial and Gov't properties. PA-Issuance of Wildlife permits, income generated through visitor entrance. FMB-forest revenue collected with official receipt covering all corporate tenures (IFMA, SIFMA FLGMA, FLAG, FLAgT) **MOVs:** Monthly report of collection, deposit slip **Dimensions to Measure**: Quantity & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
OTHER CROSS CUTTING INDICATORS									
Streamlining and Process Improvement of Critical Services (SPICS)	100% of external clients served within the standards set in the Citizen's Charter submitted on the prescribed timeline to RO		PENR Officer Chief, Technical Services Division Chief, Management Services Division						Timeliness will be measured on the processing of the Citizen's Charter (CC) **Scope of Coverage:** External services; CY 2022 transactions **MOVs:** Properly filled-up streamlining monitoring forms, Form A and A1 **Dimensions to Measure:** Quality & Timeliness
Average Rating:									
CATEGORY					**Rating**				
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:				**Final Rating:**					
Planning Officer	Date:	**IMELDA M. DIAZ** OIC-PENR Officer PENRO Marinduque	Date:	**DONNA MAYOR-GORDOVE, *CESO IV*** Assistant Regional Director for Management Services DENR MIMAROPA Region Vice Chairperson, Performance Management Team (PMT)					Date: