


# 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 January to December 2022.

**CYNTHIA U. LOZANO**  
Chief, Technical Services Division  
Date: March 25, 2023

| Reviewed by:<br><br><b>IMELDA M. DIAZ</b><br>OIC. PENR Officer | Date :   | Approved by:<br><br><b>VICENTE B. TUDDAO JR., Ph.D, CESO IV</b><br>Assistant Regional Director for Technical Services | Date:  |                       |        |    |    |    |  |
|---|--|---|--|-----------------------|--------|----|----|----|--|
|   |  |   | 5.0 - Outstanding<br>4.0 - 4.99 - Very Satisfactory<br>3.0 - 3.99 - Satisfactory<br>2.0 - 2.99 - Unsatisfactory<br>1.0 - 1.99 - Poor |                       |        |    |    |    |  |
| P/A/Ps  | Performance Indicator (Target + Measures)  | Alloted Budget  | Division/Individual Accountable  | Actual Accomplishment | RATING |    |    |    | Remarks  |
|   |  |   |  |                       | Q1     | E2 | T3 | A4 |  |
| <b>GENERAL ADMINISTRATION AND SUPPORT</b>   |  |   |  |                       |        |    |    |    |  |
| 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 II) by September 30, 2022 with report submitted to RO |   | PENR Officer<br>Chief, Technical Services Division   |                       |        |    |    |    | 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<br><b>Scope of Coverage:</b> 2020 CAAR based on the date of issuance by COA<br><b>MOV's:</b> Agency Action Plan Status of Implementation (AAPSI) submitted to RO-FD<br><b>Dimension to Measure:</b> Quantity & Timeliness |
|   | 50% of current year's audit observations and recommendations fully implemented as shown in CAAR observation and recommendations (Part II) by September 30 2022                                       |   | PENR Officer<br>Chief, Technical Services Division   |                       |        |    |    |    | PENRO submitted to the RO:<br><b>Scope of Coverage:</b> 2020 CAAR based on the date of issuance by COA<br><b>MOV's:</b> Agency Action Plan Status of Implementation (AAPSI) submitted to RO-FD<br><b>Dimension to Measure:</b> Quantity & Timeliness   |
|   | 100% compliance to PhilGEPS conditions by January 31, 2022   |   | PENR Officer<br>Chief, Management Services Division<br>-Administrative Section<br>-Procurement Unit<br>-PBAC                         |                       |        |    |    |    | Implementation of Good Governance Condition.<br>Submission of PENRO copy furnish RO<br><b>Scope of Coverage:</b> 1 Jan. 2021-31 Dec. 2021<br><b>MOV's:</b> Agency Action Plan Status of Implementation (AAPSI) submitted to RO-FD<br><b>Dimension to Measure :</b> Quantity & Timeliness   |

| P/A/Ps  | Performance Indicator (Target + Measures)   | Alloted Budget | Division/Individual Accountable  | Actual Accomplishment | RATING |    |    |    | Remarks   |
|---|---|----------------|--|-----------------------|--------|----|----|----|---|
|   |   |                |  |                       | Q1     | E2 | T3 | A4 |   |
|   | 100% Annual Procurement Plan (APP) Non-CSE CY 2021 based on the approved budget in the GAA to GPPB-TSO on March 31, 2022 in accordance with GPPB Circular 02-202 dated May 20, 2020   |                | PENR Officer<br>Chief, Management Services Division<br>-Administrative Section<br>-GSU/Procurement Unit<br>-PBAC |                       |        |    |    |    | Submission of PENRO copy furnish RO<br><b>Scope of Coverage:</b> CY 2021<br><b>MOVs:</b> Auto generated acknowledgement from the GPPB-TSO<br><b>Dimension to Measure :</b> Quantity & Timeliness                        |
|   | 100% SALN submitted to Personnel Unit based on Section 8 of RA 6713 on February 28, 2022  | 9,000          | All permanent employees<br>Chief, Management Services Division<br>-Administrative Section                        |                       |        |    |    |    | <b>Scope of Coverage:</b> 2020 SALN<br><b>MOVs:</b> CSC Memorandum 40-1998<br><b>Dimension to Measure :</b> Quantity & Timeliness   |
|   | 100% DPCRs commitment based on the approved OPCR submitted to the Division concerned by April 15, 2022  | 2,000          | Chief, Management Services Division<br>Chief, Technical Services Division  |                       |        |    |    |    | PENRO submitted to Admin Division RO<br><b>Scope of Coverage:</b> CY 2021<br><b>MOVs:</b> receiving copy of DPCR to Director concern<br><b>Dimension to Measure :</b> Quantity & Timeliness                             |
|   | 1 Learning and Development intervention per employee before Dec. 15. 2022   |                | PENR Officer<br>Chief, Management Services Division<br>Chief, Technical Services Division                        |                       |        |    |    |    | <b>Scope of Coverage:</b> FY 2021 L&D intervention<br><b>MOVs:</b> TDRIS database, Regional HRD database, Coaching Plan and Coaching Form<br><b>Dimension to Measure :</b> 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  |                | PENR Officer<br>Chief, Management Services Division<br>Chief, Technical Services Division<br>All Employees       |                       |        |    |    |    | <b>Scope of Coverage:</b> 100% of the received documents<br><b>MOVs:</b> Based on Document tracking system, Logbook, Based on WFP as simple or complex documents<br><b>Dimension to Measure :</b> Quantity & Timeliness |
| <b>SUPPORT TO OPERATIONS</b>                                  |   |                |  |                       |        |    |    |    |   |
| Operation/Maintenance of Enhanced Forestry Information System | 100% maintained functional Information Systems with reports submitted updated before the end of each quarter<br>*Information systems developed by FMB<br>-Information System developed by Regional Office<br>1.Document Tracking System (DATS)<br>- Information Systems developed by Central Office<br>1.eNGAS<br>2.eBudget<br>- Information Systems developed by FMB<br>1. Enhanced Forest Information System (eFIS) |                | PENR Officer<br>Chief, Technical Services Division   |                       |        |    |    |    | <b>Scope of Coverage:</b> Information Systems developed by Regions<br><b>MOVs:</b> Quarterly Reports submitted to RO<br><b>Dimension to Measure :</b> Quality & Timeliness  |

| P/A/Ps  | Performance Indicator (Target + Measures)   | Alloted Budget | Division/Individual Accountable   | Actual Accomplishment | RATING |    |    |    | Remarks  |
|---|---|----------------|---|-----------------------|--------|----|----|----|--|
|   |   |                |   |                       | Q1     | E2 | T3 | A4 |  |
|   | 100% maintained functional database with reports submitted to RO 10 days after the end of each quarter  |                | PENR Officer<br>Chief, Management Services Division<br>-Planning Section<br>- ICT Unit<br>Chief, Technical Services Division    |                       |        |    |    |    | <b>Scope of Coverage:</b> Database developed indicating the functionality<br><b>MOVs:</b> Quarterly reports submitted to RO<br><b>Dimension to Measure :</b> 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    | 2,238,000      | PENR Officer<br>Chief, Technical Services Division<br>-All Sections<br>-NGP Coordinator/Focal                                   |                       |        |    |    |    | <b>Scope of Coverage:</b> Monthly consolidated report of PENROs<br><b>MOVs:</b> Accomlishment report submitted and received by RO PMD-MES<br><b>Dimension to Measure :</b> Quality & Timeliness  |
|   | FY 2023 Annual Work and Financial Plan based on 2023 Planning Guidelines submitted to the Regional Executive Director thru the Planning Planning and Management Division on the prescribed period | 20,000         | PENR Officer<br>Chief, Technical Services Division<br>-All Sections<br>-NGP Coordinator/Focal<br>PGADFPS                        |                       |        |    |    |    | <b>Scope of Coverage:</b> FY 2022<br><b>MOVs:</b> Endorsement of WFP with acknowledgement of RO PPS<br><b>Dimension to Measure :</b> Quality & Timeliness  |
|   | FY 2023 Work and Financial Plan prepared and submitted (no.)  | 9,000          | PENR Officer<br>Chief, Technical Services Division<br>-All Sections<br>-NGP Coordinator/Focal<br>PGADFPS                        |                       |        |    |    |    | All offices should submit the revised WFP based on comments of RO-PMD 5 days upon receipt of the comments<br><b>Scope of Coverage:</b> Memo for comments (hard copy provided) and the number of days submitted the revised WFP by the offices concerned<br><b>MOVs:</b> received copy (electronic or hardcopy) of revised WFP submission<br><b>Dimension to Measure :</b> Quality & Timeliness |
| Simplified Community Resource Management Framework (CRMF) including map and 5-year workplan | 1 CRMF, 5-year workplan and generated map with CSV approved and endorsed to USEC Field Ops. For affirmation (no.)   | 120,000        | PENR Officer<br>Chief, Technical Services Division<br>- Conservation & Development Section<br>-Coastal Resource Management Unit |                       |        |    |    |    | <b>Scope of Coverage:</b> FY 2022<br><b>MOVs:</b> Endorsement of CRMF 5-year workplan and generated map forwarded to PENRO<br><b>Dimension to Measure :</b> Quality & Timeliness   |

| P/A/Ps   | Performance Indicator (Target + Measures)   | Alloted Budget | Division/Individual Accountable  | Actual Accomplishment | RATING |    |    |    | Remarks  |
|--|---|----------------|--|-----------------------|--------|----|----|----|--|
|  |   |                |  |                       | Q1     | E2 | T3 | A4 |  |
| NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM       |   |                |  |                       |        |    |    |    |  |
| Issuance of Wildlife Permits/Clearances and Certifications | 80% wildlife permit and/or clearance application received and acted upon within the prescribed period<br><i>Target : 1,200 Local Transport Permits</i>  | 149,000        | PENR Officer<br>Chief, Technical Services Division<br>- Regulation and Permitting Section<br>- Wildlife Resource Permitting Unit |                       |        |    |    |    | 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).<br><b>Scope of Coverage:</b> breakdown of permit clearance timeline per UVM<br><b>MOV's:</b> supporting documents stated in RA 9147 DAO 2004-55, DAO 2004-60)<br><b>Dimension to Measure :</b> Quality & Timeliness |
|  | 360 km of patrol conducted within conservation area uploaded to the Lawin Server by every end of December month   | 300,000        | PENR Officer<br>Chief, Technical Services Division<br>- Monitoring and Enforcement Section<br>Protected Area Management Office   |                       |        |    |    |    | CENRO: atleast 10 km regular patrol conducted (monthly)<br><b>Scope of Coverage:</b> Total forestland<br><b>MOV's:</b> Based on the data uploaded on the Lawin Server<br><b>Dimension to Measure :</b> Quantity & Timeliness   |
|  | 75% percent of the observed threats had action taken with reports submitted by the end of December 2022   |                | PENR Officer<br>Chief, Technical Services Division<br>- Monitoring and Enforcement Section<br>Protected Area Management Office   |                       |        |    |    |    | 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<br><b>Scope of Coverage:</b> Total forestland<br><b>MOV's:</b> Based on the data uploaded on the Lawin Server and reports submitted<br><b>Dimension to Measure :</b> Quantity & Timeliness  |
| Resolution of Land Cases with claims and conflicts cases   | 80% of land disputes/cases resolved/decided amicably and through regular procedure at least 10% of land cases that undergone ADR proceedings resolved amicably by the end of December 2022<br><i>Target : 2 cases</i> | 14,000         | PENR Officer<br>Chief, Technical Services Division<br>- Regulation and Permitting Section<br>- Patents and Deeds Unit            |                       |        |    |    |    | <b>Scope of Coverage:</b> Land disputes/cases resolved amicably based on DAO 2016-30 and through regular procedure based on DAO 2016-31 within the year<br><b>MOV's:</b> order of compromise agreement signed by the PENRO or the RED. Final decision/resolution<br>Memorandum to Region forwarding the case for resolution<br><b>Dimension to Measure :</b> Quantity & Timeliness   |



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|--|---|----------------|--|-----------------------|--------|----|----|----|--|
|  |   |                |  |                       | Q1     | E2 | T3 | A4 |  |
| Collection of Revenues   | 345,500 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month<br>25,500.00- Forest Revenue<br>50,000.00- Foreshore related Revenue<br>100,000.00- Lands Related Revenue<br>120,000.00- Wildlife Permits Revenue<br>50,000.00 - PAMO Ecotourism | 150,000        | PENR Officer<br>Chief, Technical Services Division<br>- Regulation and Permitting Section<br>- Monitoring and Enforcement Section<br>Protected Area Management Office<br>Chief, Management Services Division<br>-Administrative Section<br>-Cashiering Unit<br>-Finance Section<br>-Accountant |                       |        |    |    |    | <b>Scope of Coverage:</b> Lands-Foreshore, patrimonial and Gov't properties. PA-Issuance of Wildlife permits, home generated through visitor entrance. FMB-forest revenue collected with official receipt covering all corporate tenures(IFMA,SIFMA FLGMA, FLAG, FLAGt)<br><b>MOV's:</b> Notice of bills/demand letters issued to lessees (no.) Revenues collected(Php000) Revenues deposited (Php)<br><b>Dimension to Measure :</b> Quantity & Timeliness |
| Appraisal of Foreshore Lease   | 2 Appraisal of Foreshore Lease with appraisal report submitted to LMB   | 9,000          | PENR Officer<br>Chief, Technical Services Division<br>- Regulation and Permitting Section<br>-Patent and Deeds Unit  |                       |        |    |    |    | Based on applications filed<br><b>Scope of Coverage:</b> Appraisal report of foreshore lease received by LMB within the year<br><b>MOV's:</b> PENRO transmittal memo to RO; list of FLAs received for appraisal provided by LMB<br><b>Dimension to Measure :</b> Quantity & Timeliness   |
| <b>NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM</b>              |   |                |  |                       |        |    |    |    |  |
| Protected Areas Development and Management                                 | Report on caves inventoried within and outside PA including GIS endorsed to RO  | 500,000        | PENR Officer<br>Chief, Technical Services Division<br>- Conservation & Development Section<br>-Biodiversity and Conservation Unit  |                       |        |    |    |    | Prioty Caves outside PAs<br><b>Scope of Coverage :</b> Outside PA<br><b>MOV's:</b> Cave Assessment Report recommended classification & with signed map (grade 3c or higher)<br><b>Dimension to Measure:</b> Quantity and Timeliness  |
| Land Survey, Disposition and Records Management.<br>a). Residential Patent | 192 patents for residential lands approved and transmitted to ROD within 10 working days<br>-Target: 200 survey returns   | 288,000        | PENR Officer<br>Chief, Technical Services Division<br>- Regulation and Permitting Section<br>-Patent and Deeds Unit  |                       |        |    |    |    | Format of transmittal based on DAO 2019-11. LMB will provide template for reporting accomplishments on patent issuance<br><b>Scope of Coverage:</b> Transmitted to RoD with current year<br><b>MOV's:</b> transmittal sheets with stamp received by RoD, signed judicial form, listings in excel format<br><b>Dimension to Measure :</b> Quantity , Quality & Timeliness   |

| P/A/Ps   | Performance Indicator (Target + Measures)  | Alloted Budget | Division/Individual Accountable   | Actual Accomplishment | RATING |    |    |    | Remarks   |
|--|--|----------------|---|-----------------------|--------|----|----|----|---|
|  |  |                |   |                       | Q1     | E2 | T3 | A4 |   |
| b). Agricultural Patent  | 50 survey returns submitted to PENRO   | 450,000        | PENR Officer<br>Chief, Technical Services Division<br>- Regulation and Permitting Section<br>-Patent and Deeds Unit               |                       |        |    |    |    | 7 days-simple; 15 - complex; LMB provide MOV's<br><b>Scope of Coverage:</b> survey plans approved within the year<br><b>MOV's:</b> approved survey plans verified within LAMS<br><b>Dimension to Measure :</b> Quantity & Timeliness  |
|  | 100 Patents approved for Agricultural Lands and transmitted to RoD within 10 working days  | 150,000        | PENR Officer<br>Chief, Technical Services Division<br>- Regulation and Permitting Section<br>-Patent and Deeds Unit               |                       |        |    |    |    | <b>Scope of Coverage:</b> transmittal sheets with stamp received by RoD, signed judicial form<br><b>MOV's:</b> transmittal sheets received by RoD, signed judicial form, listings in excel format<br><b>Dimension to Measure :</b> Quantity , Quality & Timeliness  |
| Establishment/Management of Wildlife Rescue Centers (WRCs)     | 1 WRC maintained with quarterly report submitted to BMB with attached specific reports on rescued animals , release, updated animal inventory report following prescribed template | 589,000        | PENR Officer<br>Chief, Technical Services Division<br>- Conservation & Development Section<br>-Biodiversity and Conservation Unit |                       |        |    |    |    | <b>Scope of Coverage :</b> FY 2023<br><b>MOV's:</b> Quarterly report with specific reports submitted and received by PENRO<br><b>Dimension to Measure:</b> Quantity, Quality and Timeliness   |
| Production of Planting Materials                               | Planting materials/seedling produced with 10% mortality allowance<br>- 127,083 seedlings (Indigenous and other fruit trees produced)   | 2,100,000      | PENR Officer<br>Chief, Technical Services Division<br>- Conservation & Development Section<br>-NGP coordinator/ Focal             |                       |        |    |    |    | Construct nursery infrastructure and facilities such as seedbeds, potbeds, germination shed, potting shed, water storage, composting area, fencing road network and bunkhouse<br><b>Scope of Coverage:</b> Indigenous trees and other fruits<br><b>MOV's:</b><br><b>Dimension to Measure :</b> Quantity , Quality & Timeliness  |
| Forest Development, rehabilitation, Maintenance and Protection | 100.0 hectares planted with at least 85% survival rate inspected within 30 calendar days after request for inspection  | 650,000        | PENR Officer<br>Chief, Technical Services Division<br>- Conservation & Development Section<br>-NGP coordinator/ Focal<br>-NGP TIC |                       |        |    |    |    | <b>Scope of Coverage:</b> 2022 regular target only (not CO based and continuing)<br><b>MOV's:</b> shall comply 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 and disbursement vouchers. List/matrix NGP planted area with inspection report<br><b>Dimensions to Measure:</b> Quality & Timeliness |



| P/A/Ps  | Performance Indicator (Target + Measures)   | Alloted Budget    | Division/Individual Accountable   | Actual Accomplishment                                 | RATING |    |    |  | Remarks |
|---|---|-------------------|---|---|--------|----|----|--|---------|
|   |   |                   |   |   | Q1     | E2 | T3 | A4   |         |
| b). 2nd Year Maintenance and Protection                           | 80 hectares planted area maintained and protected (2021-2023 plantaion establishment) with at least 85% survival inspected within in 30 days after request for inspection | 400,000           | PENR Officer<br>Chief, Technical Services Division<br>- Conservation & Development Section<br>-NGP coordinator/ Focal |   |        |    |    | Target based on regional budget proposal<br><b>Scope of Coverage:</b> 2021-2023 established plantation<br><b>MOV's:</b> 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<br><b>Dimension to Measure :</b> Quantity , Quality & Timeliness |         |
| 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<br>Chief, Technical Services Division<br>Chief, Management Services Division                             |   |        |    |    | <b>Scope of Coverage:</b> Internal and External processess/services based on Citizen's charter<br><b>MOV's:</b> Submission of CSS summary rating to Citizen's Charter Committee before the last working day of January 2022; computed rating of satisfaction<br><b>Dimension to Measure :</b> Quality & Timeliness   |         |
| Streamlining and Process Improvement of Critical Services (SPICS) | 100% of external clients served within the standards set in the Citizen's Charter   |                   | PENR Officer<br>Chief, Technical Services Division<br>Chief, Management Services Division                             |   |        |    |    | Advisory will be issued on the deadline of submission by PMED; timeliness will be measured on the processing of the Citizen's Charter (CC)<br><b>Scope of Coverage:</b> External services; CY 2021 transactions<br><b>MOV's:</b> Streamlining monitoring forms, Form A and A1<br><b>Dimension to Measure :</b> Quality & Timeliness  |         |
| Average Rating:   |   |                   |   |   |        |    |    |  |         |
| CATEGORY  |   |                   |   |   | Rating |    |    |  |         |
| Total Overall Rating  |   |                   |   |   |        |    |    |  |         |
| Final Average Rating  |   |                   |   |   |        |    |    |  |         |
| Adjectival Rating   |   |                   |   |   |        |    |    |  |         |
| Reviewed by:  | Assessed by:  |                   |   | Final Rating:   |        |    |    |  |         |
|   | Date:   |                   | Date:   |   |        |    |    | Date:  |         |
|   |   | IMELDA M. DIAZ    |   | VICENTE B. TUDDAO JR., Ph. D., CESO                   |        |    |    |  |         |
| Planning Officer  |   | OIC, PENR Officer |   | Assistant Regional Director<br>for Technical Services |        |    |    |  |         |

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