



May 23, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region

**THRU** : The Assistant Regional Director for Management Services

**ATTENTION** : The Chief, Planning and Management Division

**FROM** : The OIC-PENR Officer

**SUBJECT** : **SUBMISSION OF REVISED F.Y. 2022 OFFICE  
PERFORMANCE COMMITMENT AND REVIEW (OPCR)  
OF DENR-PENRO MARINDUQUE**

Submitted is the revised F.Y. 2022 Office Performance Commitment and Review (OPCR) of the OIC-PENR Officer Imelda M. Diaz of DENR-PENRO Marinduque based on the Updated and Revised F.Y. 2022 Strategic Performance Management System (SPMS) Indicators.

For your review and approval.

  
**IMELDA M. DIAZ**

# OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, IMELDA M. DIAZ, OIC, PENR Officer 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.

IMELDA M. DIAZ  
OIC, PENR Officer

Date:

Date:

Reviewed by:	Date:		Date:	Approved by:					
<b>DONNA MAYOR-GORDOVE, CESO IV</b> Assistant Regional Director for Management Services		<b>VICENTE B. TUDDAO, JR., Ph.D., CESO IV</b> Assistant Regional Director for Technical Services		<b>LORMELYN E. CLAUDIO, CESO IV</b> Regional Executive Director - DENR MIMAROPA Region					
<div> <div></div> <div>5.0 - Outstanding</div> <div>4.0 - 4.99 - Very Satisfactory</div> <div>3.0 - 3.99 - Satisfactory</div> <div>2.0 - 2.99 - Unsatisfactory</div> <div>1.0 - 1.99 - Poor</div> </div>									
P/A/PS	Performance Indicator (Target & Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
<b>GENERAL ADMINISTRATION AND SUPPORT</b>									
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						<b>Scope of Coverage:</b> COA-DBM Memorandum Circular 2019-1, 2021 Annual BUR all funds (Obligations BUR, Disbursement BUR) <b>MOV's:</b> PENRO- transmittal (through email) to RO-FD <b>Dimensions to Measure:</b> 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						<b>Scope of Coverage:</b> CY 2021 <b>MOV's:</b> Transmittal to RO - FD (through email); Transmittal to COA with COA stamp <b>Dimensions to Measure:</b> 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 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. 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 Teh dated 8 Jan. 2021 <b>Scope of Coverage:</b> Jan. - Dec. 2021 <b>MOV's:</b> PENRO transmittal to RO-FD (through email) <b>Dimensions to Measure:</b> Quality & Timeliness
	* FAR No. 3 Aging and Due and Demandable Obligations (ADDO) on or before the 10th day following the end of the year		PENR Officer Chief, Management Services Division - Finance Section						<b>Scope of Coverage:</b> Jan. - Dec. 2022 <b>MOV's:</b> PENRO transmittal to RO - FD (through email) <b>Dimensions to Measure:</b> Quality & Timeliness
	* FAR No. 4 Monthly Report of Disbursement (MRD) submitted on or before the 3rd day of the succeeding month		PENR Officer Chief, Management Services Division - Finance Section						<b>Scope of Coverage:</b> Jan. - Dec. 2022 <b>MOV's:</b> PENRO transmittal to RO - FD (through email) <b>Dimensions to Measure:</b> Quality & Timeliness
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						<b>Scope of Coverage:</b> 2021 CAAR based on the date of issuance by COA <b>MOV's:</b> Agency Action Plan Status of Implementation (AAPS) submitted to RO-FD <b>Dimensions to Measure:</b> Quantity & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	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						<b>Scope of Coverage:</b> 2021 CAAR based on the date of issuance by COA <b>MOVs:</b> Agency Action Plan Status of Implementation (AAPSI) submitted to RO - FD <b>Dimensions to Measure:</b> Quantity & Timeliness
Compliance to PhilGEPS Conditions	100% compliance to PhilGEPS conditions complied by January 30, 2023		PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit - PBAC						Implementation of Good Governance Conditions. Submission of PENRO copy furnish RO <b>Scope of Coverage:</b> 1 Jan. 2022- 31 Dec. 2022 <b>MOVs:</b> PhilGEPS Generated PBB Report at <a href="https://data.philgeps.gov.ph">https://data.philgeps.gov.ph</a> or proof of submitted justification to ao25secretariat@dap.edu.ph Copy furnished Regional Office <b>Dimensions to Measure:</b> 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 <b>Scope of Coverage:</b> CY 2023 <b>MOVs:</b> Submitted Certificate to GPBB with acknowledgement from GPBB <b>Dimensions to Measure:</b> Quality & Timeliness <b>Remarks:</b> EPA should be conducted in FY 2022
Posting of FY 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						<b>Scope of Coverage:</b> 2023 <b>MOVs:</b> Printed copy/screenshot of proof of posting of Indicative FY 2023 in the Transparency Seal <b>Dimensions to Measure:</b> Quality and Timeliness
Submission of 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)		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 <b>Scope of Coverage:</b> CY 2023 <b>MOVs:</b> <a href="http://ps=philgeps.gov.ph/home/index.php/agency-relations/app-cse-2022">http://ps=philgeps.gov.ph/home/index.php/agency-relations/app-cse-2022</a> submission list of agencies with successful 2022 APP-CSE submission on the Virtual Store <b>Dimensions to Measure:</b> Quality & Timeliness
Submission of Annual Procurement Plan (APP) Non-CSE based on Approved GAA to GPPB-TSO	100% of Annual Procurement Plan (APP) Non-CSE CY 2022 based on the approved 2022 GAA submitted to GPPB-TSO on March 31, 2022 in accordance with GPPB Circular 02-202 dated May 20, 2020	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 furnish RO <b>Scope of Coverage:</b> CY 2022 <b>MOVs:</b> Auto-generated acknowledgement from the GPPB-TSO <b>Dimensions to Measure:</b> Quality & Timeliness
Submission of Report on the Physical Count of Property, Plan and Equipment (RPCPPE) to COA	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 <b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Submitted Inventory report (RPCPPE) with stamp received by COA <b>Dimensions to Measure:</b> Quality & Timeliness
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						<b>Scope of Coverage:</b> 2021 SALN <b>MOVs:</b> Endorsement Memorandum to RO <b>Dimensions to Measure:</b> 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						<b>Scope of Coverage:</b> 2021 SALN <b>MOVs:</b> Certification of conduct of review Committee <b>Dimensions to Measure:</b> Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	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						<b>Scope of Coverage:</b> From the issuance of NBC 584 dated 6 Jan. 2021 (RA No. 11466) <b>MOVs:</b> received copy and summary <b>Dimensions to Measure:</b> 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						<b>Scope of Coverage:</b> All leave credits certificate issued to all employees each quarter <b>MOVs:</b> Leave Credits Certification <b>Dimensions to Measure:</b> 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; <b>Scope of Coverage:</b> CY 2022 <b>MOVs:</b> receiving copy of OPCR submitted to PMD <b>Dimensions to Measure:</b> 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 <b>Scope of Coverage:</b> CY 2022 <b>MOVs:</b> receiving copy of DPCR to concerned Division <b>Dimensions to Measure:</b> 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 <b>Scope of Coverage:</b> CY 2022 <b>MOVs:</b> receiving copy of IPCR to Admin Division <b>Dimensions to Measure:</b> Quality & Timeliness
	One (1) Learning and Development intervention per employee on 31 December 2022		PENR Officer Chief, Management Services Division Chief, Technical Services Division						<b>Scope of Coverage:</b> FY 2022 L & D intervention <b>MOVs:</b> TDD database, Regional HRD database, Coaching Plan and Coaching Form <b>Dimensions 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 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 <b>Scope of Coverage:</b> 100% of the received documents <b>MOVs:</b> Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents <b>Dimensions to Measure:</b> 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						<b>Scope of Coverage:</b> Meetings attended by head of office or meetings of head of office delegated to staff <b>MOVs:</b> Report, matrix of workshop and conference S.O. and Notice of meeting <b>Dimensions to Measure:</b> Timeliness
<b>SUPPORT TO OPERATIONS</b>									
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						<b>Scope of Coverage:</b> All Information Systems developed <b>MOVs:</b> Quarterly reports submitted to RO <b>Dimensions to Measure:</b> 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						<b>Scope of Coverage:</b> Regional Offices to PENRO <b>MOVs:</b> Submitted Report generated by RO <b>Dimensions to Measure:</b> Quality & Timeliness
	100% of development activities of all issued Tenorial 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 Assisted by: Chief, Management Services Division - Planning Section - ICT Unit						<b>Scope of Coverage:</b> Existing 25 year tenure instruments with submitted CY 2021 annual accomplishment report and/or Compliance Monitoring Report <b>MOVs:</b> Date receipt and date encoded <b>Dimensions to Measure:</b> Quality & Timeliness



P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	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 Assisted by: Chief, Management Services Division - Planning Section - ICT Unit						<b>Scope of Coverage:</b> Newly approved tenure and PTPR <b>MOVs:</b> Date receipt and date encoded <b>Dimensions to Measure:</b> Quality & Timeliness
Legal Services including Operations against Unlawful titling of Public Land	100% of Office with complete Updated Citizen Charter processes posted 15 working days upon receipt of issuance of IAD-LAS memo from Regional Office		PENR Officer Chief, Management Services Division - Administrative Section						<b>Scope of Coverage:</b> 100% of Updated Citizens Charter <b>MOVs:</b> Proof of posting of Updated CC <b>Dimensions to Measure:</b> Quality & Timeliness
Production and Dissemination of Technical and Popular Materials in the Conservation of Natural Resources and Environmental Education including an Encyclopedia on Biodiversity	12 Environmental Events/Activities/engagements organized (via face-to-face or online application) based on FY 2022 WFP with report submitted to RO 5 days after the event	19,000	PENR Officer - PENRO Information Officer						<b>Scope of Coverage:</b> PENROs and CENROs based on WFP submitted to RO <b>MOVs:</b> list of environmental events: activity reports <b>Dimensions to Measure:</b> Quantity & 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						<b>Scope of Coverage:</b> Monthly consolidated report of PENRO <b>MOVs:</b> accomplishment report submitted and received by RO PMD-MES <b>Dimensions 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 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						<b>Scope of Coverage:</b> FY 2023 <b>MOVs:</b> Endorsement of WFP with acknowledgement of RO PPS <b>Dimensions to Measure:</b> 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 <b>Scope of Coverage:</b> Memo for comments (hard copy provided) and the number of days submitted the revised WFP by the offices concerned <b>MOVs:</b> received copy (electronic or hardcopy) of revised wfp submission <b>Dimensions to Measure:</b> Quality & Timeliness
<b>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</b>									
Issuance of Wildlife Permits/ Clearances and Certifications	80% wildlife permit, certifications and/or clearance application acted upon within the prescribed period <i>Target : 1,200 Local Transport Permits</i>	149,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Wildlife Resource Permitting Unit						Wildlife permit applications acted upon within the number of days as prescribed by the law: LTP: 1-2 days; CWR: 7 days; WFP: 24 days The 80% performance target is based on the approved GAA FY 2022 <b>Scope of Coverage:</b> breakdown of permit clearance timeline per UWM <b>MOVs:</b> supporting documents stated RA 9147 DAO 2004-55, DAO 2004-60) <b>Dimensions to Measure:</b> Quantity, Quality & Timeliness
	360 km of patrol conducted within conservation area uploaded to the Lawin Server every 5th of the ensuing month	300,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office						CENRO: at least 10 km regular patrol conducted (monthly) <b>Scope of Coverage:</b> Total forestland <b>MOVs:</b> Based on the data uploaded on the Lawin server <b>Dimensions to Measure:</b> Quantity & Timeliness



P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	75% percent of the observed threats that require post patrol response had action taken with reports submitted on 31 December 2022		PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office						Several observed threats require a different level of responses (within a week, one month, two months or three months) depending on the gravity of certain threats, some threats need a longer time to resolve or address. As such, 75% of observed threats that require post responses must be addressed or had actions taken at the end of the year <b>Scope of Coverage:</b> Threats observed within the total forestland; year covered 2022 <b>MOV's:</b> Based on the data uploaded on the Lawin server and reports submitted <b>Dimensions 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 <i>Target : 2 Land Cases</i>	14,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Timeline: Provision on DAO 2016-30/31 For ADR: Under Section 34 of DAO 2016-30, the conduct of ADR proceedings shall be 30 days from the date of referral to and ADR Officer For regular proceedings - No timeline was set. Proposal for identification of the timeline is drafted by LMB for deliberation. <b>Scope of Coverage:</b> Land disputes/cases resolved amicable based on DAO 2016-30 and through regular procedure based on DAO 2016-31 within the year <b>MOV's:</b> Order of compromise agreement signed by the PENRO or the RED. Final decision/ resolution/order signed by the RED <b>Dimensions to Measure:</b> Quantity & Timeliness
Collection of Revenues	345,500 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month <i>25,500.00 - Forest Revenue</i> <i>50,000.00 - Foreshore related Revenue</i> <i>100,000.00 - Lands related Revenue</i> <i>120,000.00 - Wildlife Permits Revenue</i> <i>50,000.00 - PAMO Ecotourism</i>		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						<b>Scope of Coverage:</b> 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) <b>MOV's:</b> Monthly report of collection, deposit slip <b>Dimensions to Measure:</b> Quantity & Timeliness
Appraisal of Foreshore Leases	2 Appraisal of Foreshore Lease with appraisal report with complete requirements submitted to RO by December 15, 2021	9,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Based on applications filed <b>Scope of Coverage:</b> Appraisal report of foreshore lease received by LMB within the year <b>MOV's:</b> PENRO transmittal memo to RO; list of FLAs received for appraisal provided by LMB <b>Dimensions to Measure:</b> Quantity & Timeliness
<b>NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM</b>									
Protected Areas Development and Management	8 PAMB Resolutions approved by RED with minutes of meeting submitted RO within 7 days after the conduct of PAMB Meeting	373,000	PENR Officer - Protected Area Superintendent (PASu) - MWS						<b>Scope of Coverage:</b> All Protected Areas <b>MOV's:</b> PAMB Resolutions with approved minutes <b>Dimensions to Measure:</b> Quantity & Timeliness
	1 PA-MWS with BMS conducted semi-annually with reports submitted to RO 15 days after completion	250,000	PENR Officer - Protected Area Superintendent (PASu) - MWS						<b>Scope of Coverage:</b> Breakdown of PAs <b>MOV's:</b> BMS Report (Semi-Annual) <b>Dimensions to Measure:</b> Quantity, Quality & Timeliness
Land Survey, Disposition and Records Management	192 patents for residential land processed within 120 calendar days and approved and transmitted within 10 days to to RoD based on RA 10023 and IRR	288,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Format of transmittal based on DAO 2019-11. LMB will provide template for reporting accomplishments on patent issuance <b>Scope of Coverage:</b> Transmitted to RoD within current year <b>MOV's:</b> transmittal sheets with stamp received by RoD, signed judicial form, listings in excel Format <b>Dimensions to Measure:</b> Quantity, Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	100 Patents approved for Agricultural Lands and Transmitted to RoD	150,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Based on RA 11573; 120 days <b>Scope of Coverage:</b> transmittal sheets with stamp received by RoD, signed judicial form <b>MOVs:</b> transmittal sheets with stamp received by RoD, signed judicial form, listings in excel Format <b>Dimensions to Measure:</b> Quantity, Quality & Timeliness
Forest Development, Rehabilitation 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 Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal - NGP TIC						<b>Scope of Coverage:</b> 2022 regular target only (not CO based and Continuing) <b>MOVs:</b> shall be compiled 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 <b>Dimensions to Measure:</b> Quality, Quantity & Timeliness
	152.0 hectares planted area maintained and protected (2020-2022 plantation establishment) with at least 85% survival inspected within in 30 days after request for inspection	760,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal						<b>Scope of Coverage:</b> 2020-2022 established plantation <b>MOVs:</b> shall be compiled 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 <b>Dimensions to Measure:</b> Quality & Timeliness
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) <b>Scope of Coverage:</b> External services; CY 2022 transactions <b>MOVs:</b> Properly filled-up streamlining monitoring forms, Form A and A1 <b>Dimensions to Measure:</b> Quality & Timeliness
Average Rating:									
CATEGORY					Rating				
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:				Final Rating:					
VICENTE B. TUDDAO, JR., Ph.D., CESO IV	Date:	DONNA MAYOR-GORDOVE, CESO IV	Date:	LORMELYN E. CLAUDIO, CESO IV				Date:	
Assistant Regional Director for Technical Services		Assistant Regional Director for Management Services Performance Management Team (PMT)		Regional Executive Director DENR MIMAROPA Region					