



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO MARINDUQUE**

April 13, 2023

**MEMORANDUM**

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

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

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

**FROM** : The OIC-PENR Officer

**SUBJECT** : **SUBMISSION OF DIVISION PERFORMANCE  
COMMITMENT AND REVIEW (DPCR) FOR THE  
F.Y. 2023 OF THE IN-CHARGE, MANAGEMENT  
SERVICES DIVISION OF DENR-PENRO MARINDUQUE**

Submitted is the Division Performance Commitment and Review (DPCR) for F.Y. 2023 of the In-Charge, Management Services Division Gemma P. Delos Reyes of DENR-PENRO Marinduque based on the Office Performance Commitment and Review (OPCR) F.Y. 2023 and Work and Financial Plan F.Y. 2023.


For your information and approval.

  
**IMELDA M. DIAZ**

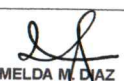
# DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

for the period January, 2023 to December, 2023.

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

  
**GEMMA P. DELOS REYES**  
 In-Charge, Management Services Division / Planning Officer III  
 Date: April 11, 2023

Reviewed by:



IMELDA M. DIAZ  
OIC-PENR Officer  
DENR-PENRO Marinduque

Date:

April 6, 2022

Approved by:

DONNA MAYOR-GORDOVE, CESO IV  
Assistant Regional Director for Management Services  
DENR MIMAROPA Region  
Vice Chairperson, Performance Management Team (PMT)

Date: April 11, 2023

Date:

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
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, 2024)		PENR Officer Chief, Management Services Division - Finance Section Chief, Technical Services Division						Scope of Coverage: Covering all funds from January to December 2023 Obligation/allotment Rate & Disbursement/Obligation Rate 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, 2024		PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: CY 2023 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)	8 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: <div> <div>* FAR No. 1 (SAAOBD) submitted every 10th day of the succeeding quarter</div> <div>* FAR No. 1A (SAAODBOE) Quarterly Report of Obligations submitted every 10th day of the succeeding quarter</div> <div>* FAR No. 1B (LASA) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter</div> <div>* FAR No. 1-C submitted every 10th of the succeeding quarter</div> <div>* FAR No. 5 (QRROR) submitted every 10th of the succeeding quarter</div> <div>* FAR No. 6 submitted every 10th of the succeeding quarter</div> </div>	6,000	PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: Jan. - Dec. 2023 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		PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: Jan. - Dec. 2023 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		PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: Jan. - Dec. 2023 MOVs: PENRO transmittal to RO - FD (through email) Dimensions to Measure: Quality & Timeliness
Sustained compliance with COA Audit Findings	50% of Prior Year's audit recommendations (prior and current) fully implemented as shown in COA CAAR Status of Implementation of Prior Years' recommendations (Part III) on December 1, 2023 with report submitted to RO		PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: 2022 CAAR Part I and Part II MOVs: Agency Action Plan Status of Implementation (AAPS) submitted to RO-FD Dimensions to Measure: Quantity & Timeliness Remarks: Deadline of submission is subject to change based on the instruction of top management.



P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Compliance to PhilGEPS Conditions	100% compliance to PhilGEPS conditions complied by January 31, 2024		PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit PENRO BAC						<b>Scope of Coverage:</b> Jan. 1 - Dec. 31, 2023 <b>Status of notices in the PhilGEPS System</b> for all transactions for the period January 1, 2023 to December 31, 2023, is updated on or before January 31, 2024. <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 <b>Copy furnished Regional Office and Central Office</b> <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 provided by GPPB-TSO	18,000	PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit Chief, Technical Services Division PENRO BAC						<b>Scope of Coverage:</b> 2024 Procurement Projects <b>Status of notices in the PhilGEPS System</b> for Early Procurement, is updated on or before January 31, 2024. <b>MOVs:</b> Submitted Certificate to GPBB. Deadline should be reflected letter advisory issued by GPPB <b>Dimensions to Measure:</b> Quality & Timeliness <b>Remarks:</b> Copy furnished DENR Central Office (PSMD-PrMS). Early Procurement Activities should be conducted in FY 2023. 50% of the total value of eligible projects based on the Guidelines on the Implementation of Early Procurement Activities issued by GPPB through resolution no. 14-2019
Submission of results of FY 2022 Agency Procurement Compliance Performance Indicator (APCPI) System	100% APCPI Results by the concerned offices submitted to GPPB-TSO on 31 March 2023		PENR Officer Chief, Management Services Division - Administrative Section Chief, Technical Services Division PENRO BAC						<b>Scope of Coverage:</b> CY 2022 <b>MOVs:</b> Auto-generated acknowledgement from GPBB-TSO and submitted APCPI <b>Dimensions to Measure:</b> Quality & Timeliness <b>Remarks:</b> New - Included in the qualifying of PBB Copy furnished Admin-Procurement Section and DENR Central Office (PSMD-PrMS)
Posting of FY 2024 APP-Non CSE in the Agency Transparency Page	100% of Indicative FY 2024 APP-NonCSE in the Agency's Transparency Seal webpage posted on 30 September 2023	5,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						<b>Scope of Coverage:</b> 2024 <b>MOVs:</b> List of Agencies with Successful 2024 APP-CSE Submission on the Virtual Store <b>Dimensions to Measure:</b> Quality and Timeliness <b>Remarks:</b> Copy furnish DENR Central Office (PSMD-PrMS)
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) submitted to DBM-PS through PhilGEPS Virtual Store 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, 2023)		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						Copy furnished RO <b>Scope of Coverage:</b> CY 2024 <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 2023 based on the approved 2022 GAA submitted to GPPB-TSO on January 31, 2023 in accordance with GPPB Circular 02-202 dated May 20, 2020	5,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						Copy furnish RO <b>Scope of Coverage:</b> CY 2023 <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) the end of January 2023 based on Government Accounting Manual	15,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						RPCPPE as of Dec. 31, 2022 with stamp received by COA of PENRO, Copy furnish RO <b>Scope of Coverage:</b> CY 2022 <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, 2023	5,000	All permanent employees Chief, Management Services Division - Administrative Section						<b>Scope of Coverage:</b> 2022 SALN <b>MOVs:</b> Endorsement Memorandum to RO <b>Dimensions to Measure:</b> Quality & Timeliness
	100% Notice of Salary Adjustment (NOSA) received by employee by 31 March 2023	6,000	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

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	100% Certification of Leave Credits issued to all employees 7 working days after each semester		PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit						Scope of Coverage: All leave credits certificate issued to all employees each semester MOVs: Leave Credits Certification Dimensions to Measure: Quality & Timeliness Remarks: January 2023 to June 2023 and July 2023 to December 2023 issued after 7 working days
	FY 2023 OPCR commitment based on approved SPMS guidelines submitted to the RO-PMD on 31 March 2023	5,000	PENR Officer Chief, Management Services Division - Planning Section						PENRO submitted to PMD Region; Scope of Coverage: CY 2023 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, 2023	5,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division						PENRO submitted to Admin Division RO Scope of Coverage: CY 2023 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 2023	11,000	PENR Officer Chief, Management Services Division - Administrative Section All Employees						PENRO submitted to Admin Division RO Scope of Coverage: CY 2023 MOVs: receiving copy of IPCR to Admin Division Dimensions to Measure: Quality & Timeliness
	100% Permanent Employees provided with L&D intervention on 30 December 2023		PENR Officer Chief, Management Services Division Chief, Technical Services Division All Regular Employees						Scope of Coverage: FY 2022 L & D intervention MOVs: TDD database, PENRO HR database, Coaching Plan and Coaching Form Dimensions to Measure: Quantity & Timeliness
Submission of IDP of 100% of permanent employees	Consolidated 100% of approved IDP of permanent employees based on the prescribed format submitted to HRDS by the end of April 2023		PENR Officer Chief, Management Services Division - Administrative Section All Employees						Scope of Coverage: FY 2023-2025 MOVs: Consolidated report; Proof of Submission Dimensions to Measure: Quality & Timeliness
	One (1) L&D intervention per permanent employee provided on 31 December 2023		PENR Officer Chief, Management Services Division - Administrative Section						Scope of Coverage: FY 2023 L & D intervention MOVs: TDD database, PENRO HR 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	20,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees						For services 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	85,000	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
<b>SUPPORT TO OPERATIONS</b>									
Data Management including Information Systems Development and Maintenance	100% maintained Information Systems and databases with reports submitted to the Office concerned 7 days after the end of each quarter  - ADR-MRS & Project HOPE Information System	100,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: All Information Systems developed/maintained MOVs: Quarterly reports submitted to 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	
	1 Network infrastructure maintained with 90% uptime with report submitted every 5th day of the following month	95,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: Regional Offices to PENRO MOVs: PENROs monthly report Dimensions to Measure: Quality & Timeliness
	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 - Monitoring and Enforcement Section - e-FIS Focal Person (Creator/Encoder) Assisted by: Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: Existing 25 year tenure instruments with submitted CY 2022 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 Registrations updated in eFIS within 7 working days upon receipt of the approved and notarized 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						Scope of Coverage: Newly approved tenure and PTPR MOVs: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness
	100% of required ENR Statistical Profile which follows the assigned template submitted to RO by 30 September 2023		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: January - December 2022 MOVs: Endorsement of ENR statistical data to RO Dimensions to Measure: Quality & Timeliness
Production and Dissemination of Technical and Popular Materials in the Conservation of Natural Resources and Environmental Education including an Encyclopedia on Biodiversity	1 Transparency Seal requirements updated and posted three (3) days upon receipt and monitoring reports submitted (based on advisory to be issued by SCIS)		PENR Officer - PENRO Information Officer Assisted by: Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: Central Office (SCIS), Staff Bureaus & Regional Offices updated CY 2022 section 102 of FY 2023 GAA MOVs: Accomplished updated transparency seal monitoring tool / monitoring reports submitted based on issuance of advisory by SCIS Dimensions to Measure: Quantity & Timeliness
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	FY 2024 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	11,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office All Planning Section Focals						Scope of Coverage: FY 2024 MOVs: Endorsement of WFP with acknowledgement and or encoding to google sheet of PMD-PPS Dimensions to Measure: Quality & Timeliness Remarks: The submission of the WFP is based on NEP
<b>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</b>									
Collection of Revenues	372,000 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month  110,000 - Forest Revenue 52,000 - Foreshore related Revenue 100,000.00 - Lands related Revenue 100,000.00 - Wildlife Permits Revenue 10,000.00 - 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
<b>OTHER CROSS CUTTING INDICATORS</b>									
Conduct of Client Satisfactory Survey	CSS Rating of 4.00 or higher (based on Citizen's Charter list of services) achieved as indicated in the 2023 CSS Report		PENR Officer Chief, Technical Services Division Chief, Management Services Division						Scope of Coverage: Citizen's Charter services with completed transactions by DENR Central Office, FMB, LMB, ERDB, BMB, Regional Office PENROs CENROs from January to December 2023 MOVs: Properly filled-up streamlining monitoring forms, Form A and A1 ; Client Satisfaction Rating report from CO Dimensions to Measure: Quality

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Other Activities from WFP									
General Management and Supervision									
<b>1. Personnel Management</b>									
e. Evaluation of Personnel Performance	122 IPCR with rating submitted to Personnel Section Admin. Division - RO with matrix of those who submitted and did not submit - March 31, 2022 - 2nd Sem 2021 (July-Dec.) - August 30, 2022 - 1st Sem 2022 (Jan - July)	10,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit All Employees						
<b>2. General Services</b>									
A. Property Plant and Equipment (PPE) Accountability Reports									
a.5 Annual Report on the Physical Count of Property Plant and Equipment (RPCPPE) as of December 31, 2022 (previous year)	1 Report on the Physical Count of Property Plant and Equipment as of Dec 31, 2022 submitted to COA by the end of January 2023		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
B. Report of Unserviceable Property and Waste Materials	1 Inventory and Inspection Report of Unserviceable Property (IIRUP) prepared and submitted to RO by end of March, 2023		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
	1 PENRO Disposal Committee and Appraisal Committee meeting with report submitted to RO by end of March, 2023	10,000							
C. Report on the Physical Count of inventories and semi-expendable property									
	2 Report on the Physical Count of Semi-Expendable Property (RPCSP) as of Dec 31, 2022 and June 30, 2023 submitted to COA by the end of the following month respectively		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
	2 Office Building /Other Structure maintained and repaired by end of December 2023	84,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
F. Records Management and Documentation									
f.3. Freedom of Information (FOI)	FOI report submitted to RO before January 31, 2023		PENR Officer Chief, Management Services Division - Administrative Section - Records Unit						
<b>3. Procurement Services Administration</b>									
c. Procurement Monitoring	2 Procurement Monitoring Report (PMR) prepared and submitted on the following dates: (January 14, 2023 for 2nd Sem 2022) (July 14, 2023 for 1st Sem 2023)		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
<b>B. Finance Services</b>									
<b>1. Accounting</b>									
d. Submission of reports	24 Financial Statements submitted to RO every 10th day of the ensuing month	5,000	PENR Officer Chief, Management Services Division - Finance Section						
<b>2. Budgeting</b>									
a. Budget Preparation	Prepared and encoded FY 2023 BED Form 1 to DBM URS on set deadline		PENR Officer Chief, Management Services Division - Finance Section						



P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
h. Submission of Financial Monitoring Report	Financial Monitoring Report prepared analyzed, consolidated and submitted to RO		PENR Officer Chief, Management Services Division - Finance Section						
Data Management including Systems Development and Maintenance									
c. Submission of forestry, biodiversity and lands statistical report	100% of forestry statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						
	100% of biodiversity statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						
<b>Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects</b>									
A. Planning									
1. Coordination, formulation and integration of plans, programs and activities for the short, medium and long term horizon including the review and updating of existing plans									
a. Preparation and submission of Budget Proposal for FY 2023 cum Forward estimates for FY 2023-2025	1 FY 2023 Proposed Physical & Financial Plans prepared and submitted by end of March 2023	20,000	PENR Officer Chief, Management Services Division - Planning Section						
b. Conduct of consultation meeting with the stakeholders	1 Meetings/ consultations conducted by March 30, 2023 with report submitted 15 days after the conduct of the activity	50,000	PENR Officer Chief, Management Services Division - Planning Section						
2. Monitor and evaluate implementation of ENR programs and projects including compliance with ENR policies and agreements									
b. Consolidation of Physical Accomplishment Report	12 monthly accomplishment reports prepared and submitted to RO every end of the month	20,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office All Section Planning Focals						
d. Consolidation of annual accomplishment report	1 Consolidated annual reports prepared and submitted to PMD by December 31, 2023	19,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office						
Average Rating:					Rating				
CATEGORY									
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:					Final Rating:				
	Date:		Date:						Date:
IMELDA M. DIAZ OIC-PENR Officer DENR-PENRO Marinduque		DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services Performance Management Team (PMT) DENR MIMAROPA Region			LORMELYN E. CLAUDIO, CESO IV Regional Executive Director DENR MIMAROPA Region				