



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **DELIA T. ALMAREZ**, of the **DENR-PENRO, CALAPAN CITY, ORIENTAL MINDORO, REGULATION AND PERMITTING SECTION**, 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 2023**.

Ratee: **DELIA T. ALMAREZ**

Date: **APR 25 2023**

Reviewed by: 	Date:	Approved by: 	Date:
ALMA E. GIBE		ALANE VALLE	
DMO V/ Chief, Technical Services Division	APR 27 2023	OIC-PENR Officer	APR 27 2023

Output	Success Indicators (targets + measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
General Administration and Support Services							
Budget Utilization Rate	100% Budget allocation under Regulation and Permitting Section (RPS) utilized by December 20, 2023						
Submission of PPMP (CS and Non-CSE)	1 PPMP (CSE) prepared and submitted to Chief, Technical Services Division by end of July 2023 1 PPMP (Non-CSE) prepared and submitted to Chief, Technical Services Division within prescribed period						
Implementation of Good Governance conditions	Submission of updated SALN to DENR Personnel unit on February 28, 2023 One (1) IPCR commitment submitted to Chief, TSD based on the approved DPCR, on April 27, 2023 Two (2) rated IPCR submitted to Personnel Unit within the prescribed period (January to June 2023 and July to Dec. 2022)						
Actions on Documents /Requests	100% of documents acted upon with minor revisions, 7 working days for simple documents and 15 working days for complex documents, upon receipt 100% monthly accomplishment reports based on targets compliant to prescribed format submitted to Chief TSD, every end of the month						

IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average

Natural Resources Enforcement and Regulatory Program							
Issuance of Wildlife Permits, Clearances and Certifications	80% of wildlife permits, certifications and/or clearances applications final reviewed, initialed, and forwarded to Chief TSD, within the prescribed period						
	100% of applications for forest tenure instruments and permits with complete documentary requirements reviewed and evaluated and endorsed to TSD Chief based on existing guidelines within the prescribed period upon receipt of the document						
Issuance of cutting / harvesting permit and WPP	80% of cutting/harvesting permit applications final reviewed, initialed, and forwarded to Chief TSD within prescribed period						
Resolution of Land Cases with Claims and Conflicts	80% land disputes/cases resolved amicably and through regular procedure, atleast 10% of land cases that undergone ADR proceedings resolved amicably by end of December 2023						
Soil Conservation and Watershed Management including River Basin Management and Development							
Water Resource Utilization	8 water permit applications final reviewed, initialed, and forwarded to Chief TSD by end of June 2023						
Land Survey, Disposition and Records Management							
	200 patents for residential lands, submitted by CENROs, final reviewed, initialed, and forwarded to Chief TSD, based on RA 10023 and IRR within 2 hrs per application						
	40 patents for agricultural lands, submitted by CENROs, final reviewed, initialed, and forwarded to Chief within 2 hours per application						
Titling of Government Lands for Public and Quasi-public use	1 draft proclamation submitted by CENROs, final reviewed, initialed, and forwarded to Chief TSD within 1 day upon receipt of documents						
	5 special patents issued, (3 under Section 4 of RA 10023 and 2 for NGA & LGUs with existing structures), final reviewed, initialed, and forwarded to Chief TSD, within 1 day upon receipt						
	15 municipalities with completed lists of public land applications encoded in LAMS PLA by end of December 2023						
	240 new PLAs scanned and encoded to LAMS with report submitted by end of December 2023						

Total Overall Rating							
Final Average Rating							
ADJECTIVAL RATING							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
		I certify that I discussed my assessment of the performance with the employee					
DELIA T. ALMAREZ		ALMA E. GIBE		ALAN L. VALLE			
LMO III/Chief, RPS		DMO V/ Chief, Technical Services Division		OIC-PENR Officer			