



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **DALIA G. BIGTAS**, 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: **DALIA G. BIGTAS**
Date: **APR 25 2023**

Reviewed by:	Date:	Approved by:	Date:
 DELIA T. ALMARAZ	APR 27 2023	 ALMA E. GIBE	APR 27 2023
LMO III / Chief RPS		DMO V/Chief, Technical Services Division	

Output	Success Indicators (targets + measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
General Administration and Support Services Actions on Documents /Requests Implementation of Good Governance conditions	100% of documents acted, 7 working days for simple documents and 15 working days for complex documents, upon receipt 100% submission of SALN to DENR Personnel unit within the prescribed period One (1) IPCR commitment submitted to Personnel Unit based on the approved DPCR, within the prescribed period Two (2) rated IPCR submitted to Personnel Unit within the prescribed period (January to June 2023 and July to Dec. 2022)						
Natural Resources Enforcement and Regulatory Program Resolution of Land Cases with Claims and Conflicts	80% land disputes/cases resolved amicably and through regular procedure submitted by CENROs, checked reviewed and prepared endorsement to Region, forwarded to Chief RPS, atleast 10% of land cases that undergone ADR proceedings resolved amicably submitted by CENROs, reviewed and checked and prepared endorsement to Region, by end of December 2023						
Natural Resources Conservation and Development Program							

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

Land Survey, Disposition and Records Management	200 patents for residential lands, submitted by CENROs, reviewed and checked and forwarded to Chief RPS, based on RA 10023 and IRR, 1 hr per carpeta					
	40 patents for agricultural lands, submitted by CENROs, reviewed and checked and forwarded to Chief RPS, 1 hr per carpeta					
	100% assistance provided to Chief Survey Party in preparation of technical reports related to land surveys					
Titling of Government Lands for Public and Quasi-public use	1 draft proclamation submitted by CENROs, reviewed and forwarded to Chief RPS 1 day upon receipt of documents					
	5 special patents issued (3 under Section 4 of RA 10023 & 2 for NGAs & LGUs with existing structures) reviewed and forwarded to Chief RPS, 1 day upon receipt					
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				
DALIA G. BIGTAS		ALMA E. GIBE		ALAN L. VALLE		
Special Investigator I		DMO V/Chief, Technical Services Division		OIC-PENR Officer		