

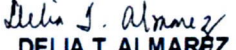


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM


I, LILLIE MAE S. TUASON, of the DENR- PENRO, Oriental Mindoro, Division of **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

**LILLIE MAE S. TUASON**

Ratee

Date: **APR 25 2023**

Reviewed by:	Date:	Approved by:	Date:				
 <b>DELIA T. ALMARAZ</b> LMO III/ Chief, RPS	<b>APR 27 2023</b>	 <b>ALMA E. GIBE</b> Chief, Technical Services Division	<b>APR 27 2023</b>				
				 <p>5.0 - Outstanding 4.0 - 4.99 - Very Satisfactory 3.0 - 3.99 - Satisfactory 2.0 - 2.99 - Unsatisfactory 1.0 - 1.99 - Poor</p>			
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
<b>SUPPORT TO OPERATIONS</b>							
<b>General Administration and Support Service</b>							
<b>1. Action on Documents/Request</b>	100% of documents dated upon seven (7) counting days for simple documents and 15 working days for complex documents						
	100% of documents /correspondence receive, sort, file, records and prepare transmittal/mails for delivery to CENROs, Regional Office and other related agencies regarding land matters upon receipt with 100% accuracy.						
<b>2. Implementation of Good Governance Condition</b>	<p>100% submission of SALN to DENR Personnel Unit based on sec. 8 of RA 6713 on February 28, 2023</p> <p>One (1) IPCR commitment based on the approved DPCR submitted to the Personnel Unit on April 30, 2023</p> <p>Two (2) rated IPCR submitted to Personnel Unit on prescribed period (Jan.- June 2023 and July - Dec. 2022</p>						

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks	
			Q1	E2	T3	A4		
<b>Natural Resources Conservation and Development Program</b>								
<b>3. Land Survey, Disposition and Records Management</b>	Prepare/encode Letter to the Registry of Deeds and Order of Issuance for FPA , RFPA and Special Patents upon receipt with 100% accuracy							
	100% maintenance of Land Records							
<b>Other Cross-cutting indicator</b>	100% of external clients' survey with in the standard set in the citizens charter						Officer of the day every Friday	
<b>Average Rating:</b>								
<b>CATEGORY</b>		<b>OUTPUT</b>	<b>Rating</b>					
Total Overall Rating								
Final Average Rating								
Adjectival Rating								
Comments and Recommendation for Development Purposes:								
<b>Discussed with:</b>	<b>Date:</b>	<b>Assessed by:</b>	<b>Date:</b>	<b>Final Rating:</b>				
 <b>LILLIE MAE S. TUASON</b> Employee		I certify that I discussed my assessment of the performance with the  <b>ALMA E. GIBE</b> Chief, Technical Services Division		<b>ALAN L. VALLE</b> OIC, PENRO Oriental Mindoro				
Legend: 1- Quantity    2- Efficiency    3- Timeliness    4- Average								