

**B. Individual Performance Commitment and Review Form**

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, Aquino D. Bautista, of DENR CENRO Roxas, 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**.

*Aquino D. Bautista*  
**AQUINO D. BAUTISTA**  
 Ratee

Date: **APR 25 2023**

<b>Reviewed by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<i>P. Fabellon</i> <b>PETERSON F. FABELLON</b> OIC, Regulation and Permitting Section	<b>APR 26 2023</b>	<i>Caesar E. Quebec</i> <b>ENGR. CAESAR E. QUESEC</b> CENR Officer	<b>APR 26 2023</b>

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Submission of Statement of Assets and Liabilities and Networth (SALN)	One (1) Statement of Assets, Liabilities and Networth (SALN) based on Section 8 of RA 6713 prepared and submitted to In-charge, Administrative Unit on January 11, 2023						
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Unit on April 30, 2023						
	Two (2) IPCR with rating prepared and submitted to In-charge, Administrative Unit						
	1 - IPCR with rating (July to December 2022) submitted on February 10, 2023						
	2 - IPCR with rating (January to June 2023) submitted on July 31, 2023						
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt						
Attendance to Meetings/ Workshops/ Conference	100% of meetings/ workshops/ conference attended with report submitted 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
<b>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</b>							
Issuance of cutting/ harvesting permits and WPP	5 cutting/harvesting permits with report prepared and submitted to Chief, RPS 1 hour upon receipt of the Inventory Report and Stand Stock Table  March 15, 2023 - One (1) June 15, 2023 - two (2) September 15, 2023 -two (2)						
Processing and Issuance of Local Transport Permit (LTP)	One (1) Local Transport Permit (LTP) using prescribed template per DENR DAO 2004-55 prepared and submitted to Chief, RPS and CENR Officer 3 hours upon receipt not later than September 25, 2023						
Collection of Revenues	100% fees and charges prepared 15 minutes upon receipt of request (wildlife related revenue)						
<b>OTHER CROSS CUTTING INDICATORS</b>							
	100% of External Clients served within the standard set in the Citizen's Charter						
<b>Total Overall Rating</b>							
<b>Final Average Rating</b>							
<b>Adjectival Rating</b>							
<b>Comments and Recommendations for Development Purposes</b>							
<b>Discussed with:</b>	<b>Date:</b>	<b>Assessed by:</b>	<b>Date:</b>	<b>Final Rating:</b>		<b>Date:</b>	
<b>AQUINO D. BAUTISTA</b>		I certify that I discussed my assessment of the performance with the employee.  <b>PETERSON F. FABELLON</b>		<b>ENGR. CAESAR E. QUEBEC</b>			
Forester I		OIC, Regulation and Permitting Section		CENR Officer			