

B. Individual Performance Commitment and Review Form


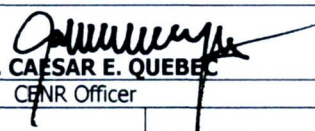
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Anabelle R. Castillo, of DENR CENRO Roxas, Oriental Mindoro, Conservation and Development 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**.

ANABELLE R. CASTILLO

Ratee

Date: **APR 25 2023**

Rewiewed by:		Date:	Approved by:		Date:		
 JOSE T. MONTECALVO Chief, Conservation and Development Section		APR 26 2023	 ENGR. CAESAR E. QUEBEC CENR Officer		APR 26 2023		
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 9, 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 15, 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						
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Community-based Forest Management Agreement	1st Semester - Two (2) CBFMA monitored and assessed their existing livelihood and cashcrop with report submitted to Chief, CBFM 7 days after completion.						
	2nd Semester - One (1) CBFMA monitored and assessed their existing livelihood and cashcrop with report submitted to Chief, CBFM 7 days after completion.						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Performance Evaluation of Expiring Community-based Forest Management Agreement	100% provide technical assistance to comply documentary requirements for the renewal of expiring CBFMA on prescribed period						
Performance Evaluation of CSCs outside CBFMA (devolved CSCs) including expired and expiring CBFMA	1st Semester - 12 CSC evaluated and assessed with report prepared and submitted to Chief, CBFM Unit per prescribed format indicating categorical recommendation (renewal/ cancellation/ for re-evaluation) on June 15, 2023						
	2nd Semester - 18 CSC evaluated and assessed with report prepared and submitted to Chief, CBFM Unit per prescribed format indicating categorical recommendation (renewal/ cancellation/ for re-evaluation) on September 15, 2023						
Issuance of cutting/harvesting permits and WPP	100% field inventory conducted as per request of tree cutting/harvesting permits and WPP with reports prepared and submitted to Chief, RPS 2 days after the conduct of the inventory						
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Protected Area Establishment, Modification of Boundary	100% Documentation report of every activity of Protected Area Establishment and submitted to Unit Chief, PACMU for consolidation on prescribed period						
ADAPTIVE CAPACITIES							
Watershed Characterization and Vulnerability Assessment	100% Flora and Fauna Assessment/Measurement of Water Discharge of Watershed Characterization and Vulnerability Assessment of Baroc River and submitted to Unit Chief, SCWMU for consolidation on prescribed period						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:	
		I certify that I discussed my assessment of the performance with the employee.					
ANABELLE R. CASTILLO		JOSE T. MONTECALVO		ENGR. CAESAR E. QUEBEC			
Forest Technician II		Chief, Conservation and Development Section		CENR Officer			