

Individual Performance Commitment and Review Form

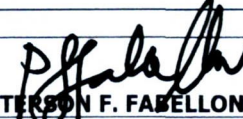

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Marie Ann F. Galit, 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**.

MARIE ANN F. GALIT


Ratee

Date: **APR 25 2023**

Reviewed by:	Date:	Approved by:	Date:
 PETERSON F. FABELLON OIC, Regulation and Permitting 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 14, 2023						
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Unit on April 26, 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						
Submission of Project Procurement Management Plan	One (1) Project Procurement Management Plan-Non-CSE (PPMP) prepared and submitted to Chief, RPS for approval, following the prescribed format on the prescribed period						
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	
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Collection of Revenues	100% assessment of fees and charges prepared 15 minutes upon receipt of request (land related revenue)						
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Titling of Government lands for public and quasi-public use	Two (2) applications processed with special pattent under Section 4 of RA 10023 prepared and submitted to Chief, RPS on December 15, 2023						
Residential Free Patent (disposed under RA 10023 or Residential Free Patent Activity)	20 applications for residential patents accepted, processed and submitted to Chief, RPS based on RA 10023 and DAO 2010-12 and 2019-11						
	September 15, 2023 - 5 patents November 15, 2023 - 15 patents						
	100% of Judicial Form for residential lands prepared and forwarded to Cartographer on prescribed period						
Agricultural Free Patent	2 applications for agricultural patents accepted, processed and submitted to Chief, RPS						
	June 25, 2023 - 1 patent September 25, 2023 - 1 patent						
	100% of Judicial Form for agricultural lands prepared and submitted to Cartographer on prescribed period						
Resolution of Land Claims and Conflicts Cases	Eight (8) Alternative Dispute Resolution (ADR) proceedings conducted with report reviewed and submitted to Chief RPS March 20, 2023 - 1 proceeding June 20, 2023 - 3 proceedings September 20, 2023 - 4 proceedings						
OTHER CROSS CUTTING INDICATORS							
	100% of External Clients served within the standard set in the Citizen's Charter						
Total Overall Rating							
Final Average Rating							

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:			Date:
 MARIE ANN F. GALIT Special Investigator I		I certify that I discussed my assessment of the performance with the employee.		ENGR. CAESAR E. QUEBEC CENR Officer			
		PETERSON F. FABELLON OIC, Regulation and Permitting Section					