

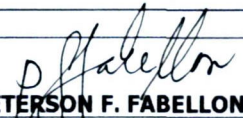

**B. Individual Performance Commitment and Review Form**

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**


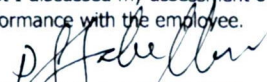
I, ELMER RELOS, of DENR CENRO Roxas, Oriental Mindoro, Regulation and Permitting Section, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to December 2023**

  
**ELMER R. RELOS**  
Ratee

Date: **APR 25 2023**

<b>Reviewed by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
 <b>PETERSON F. FABELLON</b> OIC, Regulation and Permitting Section	<b>APR 26 2023</b>	 <b>ENGR. CAESAR E. QUEBEC</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 Network (SALN)	One (1) Statement of Assets, Liabilities and Network (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 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 CONSERVATION AND DEVELOPMENT PROGRAM							
Residential Free Patent (disposed under RA 10023 or Residential Free Patent Activity)	100% assistance in the conduct of residential survey under public land surveys by 15 of December, 2023						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
	Check and verify 50 Technical Description Form (V-37) for residential lands and submitted to LMO I on December 15, 2023						
	100% of Judicial Form for residential lands verified and forwarded to Chief, RPS on December 15, 2023						
Agricultural Free Patent	20 Technical Description Form (V-37) for agricultural lands prepared and submitted to Cartographer I on December 15, 2023						
	100% of External Clients served within the standard set in the Citizen's Charter	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>ELMER R. RELOS</b> Cartographer I		I certify that I discussed my assessment of the performance with the employee.  <b>PETERSON F. FABELLON</b>			<b>ENGR. CAESAR E. QUEBEC</b>		
		OIC, Regulation and Permitting Section			CENR Officer		