



Republic of the Philippines
Department of Environment and Natural Resources
PENRO MARINDUQUE

August 15, 2023

MEMORANDUM

FOR : The OIC, Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The OIC, Planning and Management Division

FROM : The OIC-PENR Officer

SUBJECT : **SUBMISSION OF DIVISION PERFORMANCE
COMMITMENT AND REVIEW (DPCR) RATING FOR
THE FIRST SEMESTER (JANUARY - JUNE) F.Y. 2023
OF THE DIVISION CHIEFS OF DENR-PENRO
MARINDUQUE**

Submitted are the Division Performance Commitment and Review (DPCR) Ratings for the First Semester (January-June) F. Y. 2023 of the In-Charge, Management Services Division Gemma P. Delos Reyes and Chief, Technical Services Division Cynthia U. Lozano of DENR-PENRO Marinduque based on the Office Performance Commitment and Review (OPCR) Rating for the First Semester FY 2023.

For your information and approval.


IMELDA M. DIAZ

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

I, **GEMMA P. DELOS REYES**, In-Charge, Management Services Division of the DENR- PENRO Marinduque, 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, 2023 to June, 2023.

GEMMA P. DELOS REYES
In-Charge, Management Services Division / Planning Officer III
Date: April 11, 2023

Reviewed by:		Date:	Approved by:				In-Charge, Management Services Division / Planning Officer III				
IMELDA M. DIAZ OIC-PENR Officer DENR-PENRO Marinduque			DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services DENR MIMAROPA Region				Date: April 11, 2023				
		<div><div></div><div>5.0 - Outstanding</div><div>4.0 - 4.99 - Very Satisfactory</div><div>3.0 - 3.99 - Satisfactory</div><div>2.0 - 2.99 - Unsatisfactory</div><div>1.0 - 1.99 - Poor</div></div>									
P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks		
					Q1	E2	T3	A4			
GENERAL ADMINISTRATION AND SUPPORT											
Financial Statement	100% of financial statements per Section 41 of PD No. 1445 submitted to COA & RO on January 31, 2023		PENR Officer Chief, Management Services Division - Finance Section	100% of financial statements per Section 41 of PD No. 1445 submitted to COA on January 10, 2023 and to RO on January 11, 2023		5.000	5.000	5.000	Scope of Coverage: CY 2022 MOVs: Transmittal to RO - FD (through email); Transmittal to COA with COA stamp Dimensions to Measure: Quality & Timeliness		
Submission of Budget and Financial Accountability Reports (BFARs)	8 Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2019-01 "Updated Guidelines Relative to Budget and Financial Accountability Report (BFARs) Starting FY 2019" submitted on the prescribed period as follows: * FAR No. 1 (SAAOBD) submitted every 10th day of the succeeding quarter * FAR No. 1A (SAAODBOE) Quarterly Report of Obligations submitted every 10th day of the succeeding quarter * FAR No. 1B (LASA) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter * FAR No. 1-C submitted every 10th of the succeeding quarter * FAR No. 5 (QRROR) submitted every 10th of the succeeding quarter * FAR No. 6 submitted every 10th of the succeeding quarter	6,000	PENR Officer Chief, Management Services Division - Finance Section	Submission dates: 1st Quarter - April 4, 2023 2nd Quarter - July 4, 2023 Submission dates: 1st Quarter - April 4, 2023 2nd Quarter - July 4, 2023 Submission dates: 1st Quarter - April 4, 2023 2nd Quarter - June 30, 2023 Submission dates: 1st Quarter - April 5, 2023 2nd Quarter - June 30, 2023 Submission dates: 1st Quarter - April 5, 2023 2nd Quarter - July 3, 2023 Submission dates: 1st Quarter - April 5, 2023 2nd Quarter - June 30, 2023		5.000	4.422	4.711	Scope of Coverage: Jan. - June 2023 MOVs: PENRO transmittal to RO-FD (through email) Dimensions to Measure: Quality & Timeliness		
						5.000	4.313	4.657			
						5.000	4.414	4.707			
						5.000	4.212	4.606			
						5.000	4.313	4.657			
						5.000	4.414	4.707			
						5.000	4.212	4.606			
						5.000	4.707	4.854			
						5.000	4.414	4.707			
						5.000	5.000	5.000			
						5.000	4.495	4.748			
						5.000	3.990	4.495			
		5.000	5.000	5.000							
	5.000	4.207	4.604								
	5.000	3.990	4.495								
	5.000	4.424	4.712								
	5.000	4.495	4.748								
	5.000	3.990	4.495								
	5.000	5.000	5.000								
	* FAR No. 4 Monthly Report of Disbursement (MRD) submitted on or before the 3rd day of the succeeding month		PENR Officer Chief, Management Services Division - Finance Section	Submission dates: January - February 1, 2023 February - March 2, 2023 March - April 3, 2023 April - April 26, 2023 May - May 25, 2023 June - June 30, 2023		5.000	3.864	4.432	Scope of Coverage: Jan. - June 2023 MOVs: PENRO transmittal to RO - FD (through email) Dimensions to Measure: Quality & Timeliness		
						5.000	3.424	4.212			
						5.000	3.495	4.248			
						5.000	3.000	4.000			
						5.000	4.489	4.745			
						5.000	5.000	5.000			
						5.000	3.778	4.389			

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Submission of results of FY 2022 Agency Procurement Compliance Performance Indicator (APCPI) System	100% APCPI Results by the concerned offices submitted to GPPB-TSO on 31 March 2023		PENR Officer Chief, Management Services Division - Administrative Section Chief, Technical Services Division PENRO BAC	100% APCPI Results by the concerned offices submitted to GPPB-TSO on March 24, 2023		5.000	4.990	4.995	Scope of Coverage: CY 2022 MOVs: Submitted Accomplished APCPI and Auto-generated acknowledgement from GPPB-TSO Dimensions to Measure: Quality & Timeliness Remarks: Copy furnished PSMD and New - Included in the qualifying of PBB
Submission of Annual Procurement Plan (APP) Non-CSE based on Approved GAA to GPPB-TSO	100% of Annual Procurement Plan (APP) Non-CSE CY 2023 based on the approved 2022 GAA submitted to GPPB-TSO on January 31, 2023 in accordance with GPPB Circular 02-202 dated May 20, 2020	2,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit PENRO BAC	100% of Annual Procurement Plan (APP) Non-CSE CY 2023 based on the approved 2023 GAA submitted to GPPB-TSO on January 11, 2023 in accordance with GPPB Circular 02-202 dated May 20, 2020		5.000	5.000	5.000	Scope of Coverage: CY 2023 MOVs: Auto-generated acknowledgement from the GPPB-TSO Dimensions to Measure: Quality & Timeliness Copy furnish the DENR Central Office (PSMD_PrMS)
Submission of Report on the Physical Count of Property, Plan and Equipment (RPCPPE) to COA	1 Report on Physical Count of Property, Plan and Equipment (RPCPPE) submitted to Commission on Audit (COA) the end of January 2023 based on Government Accounting Manual	15,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Report on Physical Count of Property, Plan and Equipment (RPCPPE) submitted to Commission on Audit (COA) on January 27, 2023 based on Government Accounting Manual		5.000	4.000	4.500	Scope of Coverage: CY 2022 MOVs: Submitted Inventory report (RPCPPE) with stamp received by COA Dimensions to Measure: Quality & Timeliness RPCPPE as of Dec 31, 2022 with stamp received by COA of Staff Bureaus and Regional Offices (RO and PENROs) Copy furnish DENR Central Office (PSMD-PMS) submitted by 31 January 2023 To be rated on 1st semester
Implementation of Good Governance Conditions	100% SALN submitted to DENR Personnel Section based on Section 8 of RA 6713 on February 28, 2023	5,000	All permanent employees Chief, Management Services Division - Administrative Section	100% SALN submitted to DENR Personnel Section based on Section 8 of RA 6713 on February 13, 2023		5.000	5.000	5.000	Scope of Coverage: 2022 SALN MOVs: Endorsement Memorandum to RO Dimensions to Measure: Quality & Timeliness
	100% SALN Review within 7 days upon submission of respective office/section in the Personnel Unit		PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	100% SALN Review within 3 days upon submission of respective office/section in the Personnel Unit		5.000	5.000	5.000	Scope of Coverage: 2022 SALN MOVs: Certification of conduct of review committee meeting Dimensions to Measure: Quality & Timeliness June 30 - SALN Certification from Regions
	100% Notice of Salary Adjustment (NOSA) received by employee by 31 March 2023	5,000	PENR Officer Chief, Management Services Division - Administrative Section - Finance Section	100% Notice of Salary Adjustment (NOSA) submitted to RO on February 13, 2023		5.000	5.000	5.000	Scope of Coverage: From the issuance of NBC 584 dated 6 Jan. 2021 (RA No. 11466) MOVs: received copy and summary Dimensions to Measure: Quality & Timeliness
	100% Certification of Leave Credits issued to all employees 7 working days after each semester		PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	100% Certification of Leave Credits issued to all employees 2 working days after the 1st Semester - issued July 4, 2023		5.000	5.000	5.000	Scope of Coverage: All leave credits certificate issued to all employees each semester MOVs: Leave Credits Certification Dimensions to Measure: Quality & Timeliness
	FY 2023 OPCR commitment based on approved SPMS guidelines submitted to the RO-PMD on 31 March 2023	5,000	PENR Officer Chief, Management Services Division - Planning Section	FY 2023 OPCR commitment based on approved SPMS guidelines submitted to the RO-PMD on 31 March, 2023		5.000	3.000	4.000	PENRO submitted to Admin Division RO Scope of Coverage: CY 2023 MOVs: receiving copy of IPCR to Admin Division Dimensions to Measure: Quality & Timeliness PENRO submitted to Admin Division RO CENRO - submitted to Admin and Finance Section, MSD
	100% DPCRs commitment based on the approved OPCR submitted to the Division concerned by April 15, 2023	5,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division	100% DPCRs commitment based on the approved OPCR submitted to the Division concerned on April 14, 2023		5.000	3.495	4.248	PENRO submitted to Admin Division RO Scope of Coverage: CY 2023 MOVs: receiving copy of DPCR to concerned Division Dimensions to Measure: Quality & Timeliness PENRO submitted to Admin Division RO

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	100% IPCRs commitment based on the approved DPCR submitted to the Personnel/Division/Section by 30 April 2023	5,000	PENR Officer Chief, Management Services Division - Administrative Section All Employees	100% IPCRs commitment based on the approved DPCR submitted to the Personnel/Division/Section on May 4, 2023		5.000	2.763	3.882	PENRO submitted to Admin Division RO Scope of Coverage: CY 2023 MOVs: receiving copy of IPCR to Admin Division Dimensions to Measure: Quality & Timeliness PENRO submitted to Admin Division RO
Submission of IDP of 100% of permanent employees	Consolidated 100% of approved IDP of permanent employees based on the prescribed format submitted to HRDS by the end of April 2023		PENR Officer Chief, Management Services Division - Administrative Section Chief, Technical Services Division All Employees	Consolidated 100% of approved IDP of permanent employees based on the prescribed format submitted to HRDS by May 9, 2023		5.000	2.598	3.799	Scope of Coverage: FY 2023-2025 MOVs: Consolidated report; Proof of Submission Dimensions to Measure: Quality & Timeliness Consolidated M&E Report to be submitted to DENR CO
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	19,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees	100% documents acted ahead of time with partial minor revisions		5.000	5.000	5.000	For rservices enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness
Attendance to meetings/workshops/conferences	100% of meetings / workshops/ conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings / workshops conferences	85,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division	100% of meetings / workshops/ conferences with reports submitted within 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings / workshops conferences		5.000	5.000	5.000	Scope of Coverage: Meetings attended by head of office or meetings of head of office delegated to staff MOVs: Report, matrix of workshop and conference S.O. and Notice of meeting Dimensions to Measure: Timeliness
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	100% maintained Information Systems and databases with reports submitted to the Office concerned 7 days after the end of each quarter	100,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	100% maintained Information Systems and databases with reports submitted to the Office concerned on the following dates: 1st Quarter - April 4, 2023 2nd Quarter - July 3, 2023		5.000 5.000 5.000	3.743 3.636 3.849	4.371 4.318 4.425	Scope of Coverage: All Information Systems developed by Central Office (KISS) and utilized by RO MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quantity & Timeliness CO-Based Systems 1. DENR Personnel Information Systems (DPIS) 2. Alternative Dispute Resolution-Monitoring & Result System (ADR-M) 3. Enhanced National Government Accounting System (ENGAS) 4. Enhanced Budget System (eBudget) 5. Enhanced Forest Information System (EFIS) 6. Landscape and Wildlife Indicator System (LAWIN) 7. Lands Administration Management System (LAMS) 8. E-filing and Monitoring System (EFMS) 9. Wildlife Permit Application Monitoring System (WPAMS)
	1 Network infrastructure maintained with 90% uptime with report submitted every 5th day of the following month	95,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	1 Network infrastructure maintained with 100% uptime with report submitted on the following dates: January - February 1, 2023 February - March 1, 2023 March - April 3, 2023 April - May 2, 2023 May - June 1, 2023 June - July 3, 2023		5.000 5.000 5.000 5.000 5.000 5.000	3.672 3.919 3.990 3.424 3.636 3.424	4.336 4.460 4.495 4.212 4.318 4.212	Scope of Coverage: Regional Offices to PENRO MOVs: PENROs monthly report Dimensions to Measure: Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	100% of technical assistance provided and acted within 3 working days with consolidated monthly report submitted to RO every 5th day of the following month		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	100% of technical assistance provided and acted within 3 working days with consolidated monthly report submitted to RO on the following dates: January - March 17, 2023 February - March 17, 2023 March - April 3, 2023 April - May 2, 2023 May - June 2, 2023 June - July 3, 2023		5.000 5.000 5.000 5.000 5.000 5.000	3.530 3.424 3.636 3.636 3.424	4.510 5.000 5.000 4.212 4.318 4.318 4.212	MOVs: PENRO Monthly submission to RO Dimensions to Measure: Quality & Timeliness Excluding pullout and replacement of parts or units (not be considered in rating but to be included in the monthly report)
	100% of basic information of all issued Tenure Instruments and Private Tree Plantation Registrations updated in eFIS within 7 working days upon receipt of the approved and notarized agreement/registration		PENR Officer as Approver - Technical Services Division - e-FIS Focal Person as Creator/Encoder Assisted by: Chief, Management Services Division - Planning Section - ICT Unit	100% of basic information of all issued Tenure Instruments and Private Tree Plantation Registrations updated in eFIS within 2 working days upon receipt of the approved and notarized agreement/ registration with report submitted on the following dates: January - February 1, 2023 February - March 1, 2023 March - April 4, 2023 April - May 2, 2023 May - June 1, 2023 June - June 30, 2023		5.000 5.000 5.000 5.000 5.000 5.000	5.000 5.000 5.000 5.000 5.000 5.000	Scope of Coverage: Newly approved tenure and PTPR MOVs: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness Non exceedable targets Remarks: Submitted monthly and quarterly Reports to RO	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	2 Quarterly Accomplishment Reports based on the prescribed format submitted to RO 5 days after the ensuing quarter		PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office All Planning Section Focals Designated Information Officer	2 Quarterly Accomplishment Reports based on the prescribed format submitted to RO on the following dates: 1st Quarter - April 3, 2023 2nd Quarter - July 5, 2023		5.000 5.000 5.000	3.318 3.636 3.000	4.159 4.318 4.000	Scope of Coverage: Quarterly Report MOVs: Accomplishment report submitted to RO Dimensions to Measure: Quality & Timeliness
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
Collection of Revenues	173,000 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month 63,000 - Forest Revenue 55,000 - Lands related Revenue 50,000 - Wildlife Permits Revenue 5,000 - PAMO Ecotourism		PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Monitoring and Enforcement Section Protected Area Management Office Chief, Management Services Division - Administrative Section - Cashiering Unit	264,658.59 revenues collected and deposited to BTr with monthly report of collection submitted on the following dates: January - January 31, 2023 February - March 20, 2023 March - March 24, 2023 April - April 24, 2023 May - June 2, 2023 June - July 3, 2023 86,720.70 - Forest Revenue 90,332.89 - Lands related Revenue 66,600.00 - Wildlife Permits Revenue 21,005.00 - PAMO Ecotourism	5.000		4.065 5.000 2.330 5.000 5.000 3.636 3.424	4.533	Scope of Coverage: Lands-Foreshore, patrimonial and Gov't properties. PA-Issuance of Wildlife permits, income generated through visitor entrance. FMB-forest revenue collected with official receipt covering all corporate tenures (IFMA, SIFMA FLGMA, FLAG, FLAgT) MOVs: Monthly report of collection, deposit slip Dimensions to Measure: Quantity & Timeliness
Other Activities from WFP									
General Management and Supervision									
1. Personnel Management									
a. Preparation of contracts	40 Contract of Service prepared - 1st Semester - January	3,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	51 Contract of Service prepared - 1st Semester - January		5.000	3.000	4.000	Scope of Coverage: 1st Semester, 2023 MOVs: Notarized Contracts Dimensions to Measure: Quality & Timeliness

P/A/PS	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
b. Hiring of Blue Guards	2 Blue Guards hired from January to June 2023	480,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	2 Blue Guards hired from February to June 2023 (day and night duty)		5.000	2.846	3.923	Contract Date: February 01, 2023 to June 30, 2023
c. Hiring of janitor	2 Janitors hired from January to June 2023 1st Semester - January - June	242,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	2 Janitors hired from January to June 2023 1st Semester - January - June		5.000	3.000	4.000	Contract Dates: January 2, 2023 to June 30, 2023
d. Preparation and processing of emoluments and other payments due to personnel	18 Salary payrolls prepared and processed every 30th day of the month	18,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit	23 Salary payrolls prepared and processed not later than the 28th day of the month		5.000	5.000	5.000	
f. Evaluation of Personnel Performance	61 IPCR with rating submitted to Personnel Section Admin. Division - RO with matrix of those who submitted and did not submit - April 30, 2023 - 2nd Sem 2022 (July-Dec.)	10,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit All Employees	63 IPCR with rating submitted to Personnel Section Admin. Division - RO with matrix submitted to RO on April 4, 2023		5.000	5.000	5.000	
2. General Services									
A. Property Plant and Equipment (PPE) Accountability Reports									
a.1 Preparation of Property Acknowledgement Receipt	1 Property Acknowledgement Report (PAR) prepared by April 2023	10,000.00	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Property Acknowledgement Report (PAR) prepared on May 12, 2023		5.000	2.413	3.707	PAR of 4x4 pick up
a.2 Preparation of Inventory Custodian Slip (ICS)	130 procured Semi-Expandable Property, Inventory Custodian Slip (ICS) prepared (below 50,000 but not less than Php 1,000.00)		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	557 procured Semi-Expandable Property, Inventory Custodian Slip (ICS) prepared (below 50,000 but not less than Php 1,000.00)	5.000	5.000	5.000	5.000	
B. Report of Unserviceable Property and Waste Materials									
b.1 Report of unserviceable Property Plant and Equipment (PPE)	1 PPE Disposal Plan prepared and submitted to RO by June 30, 2023		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 PPE Disposal Plan prepared and submitted to RO by May 29, 2023		5.000	5.000	5.000	
	1 Inventory and Inspection Report of Unserviceable Property (IIRUP) prepared and submitted to RO by end of June, 2023	10,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Inventory and Inspection Report of Unserviceable Property (IIRUP) prepared and submitted to RO on June 29, 2023		5.000	3.283	4.142	
	1 Inventory and Inspection of Unserviceable Semi-Expandable Property prepared (IIRUSP) and submitted by June 2023		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Inventory and Inspection of Unserviceable Semi-Expandable Property prepared (IIRUSP) and submitted on June 29, 2023		5.000	3.283	4.142	
	1 PENRO Disposal Committee and Appraisal Committee meeting with report submitted to RO by end of June, 2023	10,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 PENRO Disposal Committee and Appraisal Committee meeting with report submitted to RO on June 2, 2023		5.000	5.000	5.000	


P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
D. Insurance of Property									
d.1 Insurance of Property (Building and its content) including other structures	7 Vehicles registered and insured by June 2023	50,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	8 Vehicles insured while only 4 of the insure vehicles were registered		4.000	3.000	3.500	Unavailability of Emission Testing in the province
	1 Building/Office/Other Structure and its content insured by June, 2023	50,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	2 Building/Office/Other Structure and its content insured by June, 2023		5.000	5.000	5.000	Date of insurance: > Look out Tower (March 2, 2023) > PENRO Building (June 16, 2023)
d.2 Maintenance and repair of properties	13 Vehicles maintained and repaired by June 2023	50,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	13 Vehicles maintained and repaired by June 2023		5.000	3.000	4.000	> Quarterly Reports of maintenance submitted to RO
	45 Office equipment maintained and repaired including furniture and fixtures by June 2023	50,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	45 Office equipment maintained and repaired including furniture and fixtures by June 2023		5.000	3.000	4.000	
	1 Gen Set maintained by June 2023		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Gen Set maintained by June 2023		5.000	3.000	4.000	
	4 Solar panel maintained by June 2023		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	4 Solar panel maintained by June 2023		5.000	3.000	4.000	
	2 Office Building /Other Structure maintained and repaired by June 2023	84,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	2 Office Building /Other Structure maintained and repaired by June 2023		5.000	3.000	4.000	> PENRO Building & Look Out Tower
E. Hiring of Support Staff	1 Support staff hired from January - June 2023	98,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Support staff hired from January - June 2023		5.000	3.000	4.000	Contract Date: January 06, 2023 to June 30, 2023 Mark Ian Arellano (hired COS)
F. Records Management and Documentation									
f.2 Hiring of Support Staff in operationalization of PDATS	Support Staff hired from January - June 2023 1st Semester - January - June	115,000	PENR Officer Chief, Management Services Division - Administrative Section - Records Unit	Support Staff hired from January - June 2023 1st Semester - January - June		5.000	3.000	4.000	Contract Date: January 03, 2023 to June 30, 2023 Janine Mae M. Semilla (hired COS)
f.3. Freedom of Information (FOI)	FOI report submitted to RO before January 31, 2023		PENR Officer Chief, Management Services Division - Administrative Section - Records Unit	FOI report submitted to RO on January 9, 2023		5.000	5.000	5.000	
3. Procurement Services Administration									
c. Procurement Monitoring	1 Procurement Monitoring Report (PMR) prepared and submitted on the January 14, 2023 for 2nd Sem 2022	2,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit	1 Procurement Monitoring Report (PMR) prepared and submitted on the January 11, 2023 for 2nd Sem CY 2022		5.000	4.849	4.925	

PIA/PS	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	Support Staff hired from January - December 2023 1st Semester - January - June	182,000	PENR Officer Chief, Management Services Division - Administrative Section - Records Unit	Support Staff hired from January - December 2023 1st Semester - January - June		5.000	2.371	3.686	Contract Date: February 27, 2023 to June 30, 2023 Rodolfo R. Jabal III (hired COS)
4. Cashiering and Collection									
4.a Submission of Disbursement Report	6 Disbursement Report prepared and submitted to the Accounting Section RADAI	5,000	PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	6 Disbursement Report prepared and submitted to the Accounting Section/COA RADAI on the following dates:		5.000	5.000	5.000	Dates of Submission: January - February 3, 2023 February - March 8, 2023 March - April 3, 2023 April - May 3, 2023 May - June 5, 2023 June - July 3, 2023
	6 Disbursement Report prepared and submitted to the Accounting Section/COA RCI	14,000	PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	6 Disbursement Report prepared and submitted to the Accounting Section RCI		5.000	5.000	5.000	Dates of Submission: January - February 3, 2023 February - March 8, 2023 March - April 3, 2023 April - May 3, 2023 May - June 5, 2023 June - July 3, 2023
4.b Disbursement and Collections	60 LDDAP submitted/forwarded to the bank within 1 hour upon signing	14,000	PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	60 LDDAP submitted/forwarded to the bank as need arises after 1 hour after signing		5.000	3.000	4.000	Scope of coverage: Jan - June 2023 MOVs: LDDAP Dimensions to Measure: Quality & Timeliness
	6 Monthly Report of Collections prepared and submitted to FD and COA	4,000	PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	6 Monthly Report of Collections prepared and submitted to FD and COA on the following dates: January - February 3, 2023 February - March 8, 2023 March - April 3, 2023 April - May 3, 2023 May - June 5, 2023 June - July 3, 2023		5.000	5.000	5.000	Scope of coverage: Jan - June 2023 MOVs: MRC Dimensions to Measure: Quality & Timeliness
	54 Remittances check prepared/delivered to bank within 1 hour upon signing		PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	54 Remittances check prepared/delivered to bank after 1 hour after signing		5.000	3.000	4.000	Scope of coverage: Jan - June 2023 MOVs: Report of Remittance Dimensions to Measure: Quality & Timeliness
	30 Advice of Checks issued and cancelled (ACIC) prepared and submitted to bank, BTR within 1 hour upon signing	5,000	PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	70 Advice of Checks issued and cancelled (ACIC) prepared and submitted to bank, BTR as need arises after 1 hour after signing		5.000	3.000	4.000	Scope of coverage: Jan - June 2023 MOVs: Advice of Checks Dimensions to Measure: Quality & Timeliness
4.d Renewal of Special Disbursing Officers	3 Special Disbursing Officer (SDO) bonded/renewed by June 2023		PENR Officer Chief, Management Services Division - Administrative Section - Cashiering Unit	5 Special Disbursing Officer (SDO) bonded/renewed by June 2023		5.000	5.000	5.000	D. Mercado - February 2023 G. Delos Reyes - March 2023 C. Luzano - April 2023 (new) S. Sena - May 2023 A. Aldovino - June 2023
B. Finance Services									
1. Accounting									
a. Disbursement									
a.1 Processing of vouchers, payrolls, NTAs and others	475 disbursement vouchers (DV), payrolls and other claims processed by June 2023	8,000	PENR Officer Chief, Management Services Division - Finance Section	763 disbursement vouchers, payrolls and other claims processed by June 2023	5.000	5.000	5.000	5.000	Scope of coverage: Jan - June 2023 MOVs: DVs Dimensions to Measure: Quantity, Quality & Timeliness

P/A/PS	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
a.2 Processing of Purchase Orders/Contract/ MOA/MOU	105 Purchase Order processed with Certificate of Availability of Funds/ returned to Procurement Section (PS) by June 2023 within 15 minutes after signing		PENR Officer Chief, Management Services Division - Finance Section	150 Purchase Order processed with Certificate of Availability of Funds/ returned to Procurement Section (PS) by June 2023 within 15 minutes after signing	5.000	5.000	3.000	4.333	Scope of coverage: Jan - June 2023 MOVs: POs processed and signed Dimensions to Measure: Quantity, Quality & Timeliness
a.3 Preparation of Advice to Debit Account (ADA)	30 ADA returned to Cashier 30 minutes after signing		PENR Officer Chief, Management Services Division - Finance Section	53 ADA returned to Cashier 30 minutes after signing	5.000	5.000	5.000	5.000	
a.4 Issuance of Certificate of Tax Withheld to suppliers and creditors	77 BIR Form 2307 for Suppliers/Creditors issued by June 30, 2023		PENR Officer Chief, Management Services Division - Finance Section	77 BIR Form 2307 for Suppliers/Creditors issued by June 30, 2023		5.000	3.000	4.000	
b. Remittance									
b.1 Preparation of remittances to various office/unit	9 monthly Remittance Report with voucher certified/ forwarded to approving authority/submitted to remitting office (DENREU, GSIS, HDMF, etc) on the set deadline	6,000	PENR Officer Chief, Management Services Division - Finance Section	9 monthly Remittance Report with voucher certified/ forwarded to approving authority/submitted to remitting office (DENREU, GSIS, HDMF, etc) 5 days before the set deadline		5.000	5.000	5.000	
b.3 Issuance of certificate of Tax Withheld for permanent and Contract of Service	67 Certificate of taxes withheld issued - Form 2316 by February 2023		PENR Officer Chief, Management Services Division - Finance Section	67 Certificate of taxes withheld issued - Form 2316 by January 24, 2023		5.000	5.000	5.000	
b.4 Preparation of year-end reports for submission to BIR	1 Alphalist Report for 1604C, 1604E by February 2023		PENR Officer Chief, Management Services Division - Finance Section	1 Alphalist Report for 1604C, 1604E by February 22, 2023		5.000	4.849	4.925	
c. Bookkeeping									
c.1 Preparation of Journal Entry Vouchers for all Funds to record the financial transactions	600 Journal Entry Voucher prepared, approved and submitted to COA by June 30, 2023		PENR Officer Chief, Management Services Division - Finance Section	812 Journal Entry Voucher prepared, approved and submitted to COA by June 30, 2023	5.000	5.000	5.000	5.000	
c.2 Preparation of Financial Reports/Statements for all funds (Fund Cluster 01, 02, 04, 05, 06, 07 & 08)	130 Transactions recorded/posted into different books of accounts/ journals by June, 2023	6,000	PENR Officer Chief, Management Services Division - Finance Section	151 Transactions recorded/posted into different books of accounts/ journals by June, 2023	4.071	5.000	5.000	4.690	
	6 Disbursement reports transmitted to COA by June, 2023	5,000	PENR Officer Chief, Management Services Division - Finance Section	6 Disbursement reports transmitted to COA by June, 2023		5.000	5.000	5.000	
g. Hiring of Support Staff	2 Support staff hired from January - June 2023 1st Semester - Jan-June	389,000	PENR Officer Chief, Management Services Division - Finance Section	2 Support staff hired from January - June 2023 1st Semester - Jan-June		5.000	2.686	3.843	Contract Date: January 4, 2023 to June 30, 2023 Krystell Jane Cerilla (hired COS) February 27, 2023 to June 30, 2023 Julie Lasic (hired COS)
2. Budgeting									
c. Evaluation/processing/encoding of Obligation Requests and Status (ORS)/Budget Utilization Request (BUR) on the ORS System	475 Obligation Request/Budget Utilization Request processed, evaluated and approved (for all types of claims) by June 2023		PENR Officer Chief, Management Services Division - Finance Section - Budget Unit	704 Obligation Request/Budget Utilization Request evaluated and approved (for all types of claims) by June 2023	5.000	5.000	5.000	5.000	
f. Review and Evaluation of Project Procurement Management Plan (PPMP) and certify as to the availability of Funds	1 Project Procurement Management Plan evaluated, reviewed and certified as to availability of funds		PENR Officer Chief, Management Services Division - Finance Section - Budget Unit	1 Project Procurement Management Plan evaluated, reviewed and certified as to availability of funds		5.000	5.000	5.000	2023 PPMP based on GAA

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
h. Submission of Financial Monitoring Report	6 Financial Monitoring Report prepared analyzed, consolidated and submitted to RO every 10th of the ensuing month		PENR Officer Chief, Management Services Division - Finance Section - Budget Unit	6 Financial Monitoring Report prepared analyzed, consolidated and submitted to RO on the following dates: January - February 1, 2023 February - March 1, 2023 March - April 3, 2023 April - May 2, 2023 May - May 31, 2023 June - June 30, 2023		5.000	5.000	5.000	
j. Registry of Allotment Obligations and Disbursement	18 RAOD prepared and maintained (PS, MOOE, CO) by June 2023	6,000	PENR Officer Chief, Management Services Division - Finance Section - Budget Unit	18 RAOD prepared and maintained (PS, MOOE, CO) by June 2023		5.000	5.000	5.000	
I. Hiring of Support Staff	Support staff hired from January to June 2023 1st Semester - January - June	208,000	PENR Officer Chief, Management Services Division - Finance Section - Budget Unit	Support staff hired from January to June 2023 1st Semester - January - June		5.000	3.000	4.000	Contract Date: January 3, 2023 to June 30, 2023 Siena Mae Lozada (hired COS)
C. Top Level Management and Supervision									
3. Conference, meetings and other related activities	6 Meetings/conferences conducted by June 2023	30,000	PENR Officer Chief, Management Services Division - Administrative Section	7 Meetings/conferences conducted by June 2023		5.000	3.000	4.000	Meetings conducted: 1. January 10, 2023 - First FDU Meeting 2. January 16, 2023 - QMS Core Team Emergency Meeting 3. February 8, 2023 - First Regular Staff Meeting 4. First Quarter Staff Meeting conducted on March 27, 2023 5. May 4, 2023 - PENRO Sub-PMT Meeting 6. May 10, 2023 - Third FDU Meeting 7. June 14, 2023 - Second Quarter Staff Meeting
	750 Clients Served by June 2023	40,000	PENR Officer Chief, Management Services Division - Administrative Section	810 Clients Served by June 2023	3.566	5.000	5.000	4.522	
E. Implementation of Environmental Management System (EMS)	2 Orientation and Meetings on EMS conducted by April 2023 with minutes of the meeting	20,000	PENR Officer Chief, Management Services Division - Administrative Section	1 Orientation and Meetings on EMS conducted by April 2023 with minutes of the meeting	1.990	5.000	5.000	3.997	First meeting held on January 23, 2023
II. Human Resource Development									
d. COVID 19 related supplies	Supplies procured and distributed to personnel/employees by April, 2023 150 Vitamins	100,000 50,000	PENR Officer Chief, Management Services Division - Administrative Section	Supplies procured and distributed to personnel/employees by April 14, 2023 75 Vitamins	1.990	5.000	5.000	3.997	Alcohol procured and paid to PS-DBM on March 13, 2023 and April 24, 2023, however, not yet delivered since supplies are not yet available in PS-DBM. While vitamins were procured at a higher price resulting to less number of vitamins procured for the allotted budget
Data Management including Systems Development and Maintenance									
1. Network Infrastructure Maintenance b. Acquisition of internet connectivity subscription	100% Internet Connectivity Subscription acquired from January - June 2023	80,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	100% Internet Connectivity Subscription acquired from January - June 2023 - 5 PLDT Accounts		5.000	5.000	5.000	
c. Procurement of other subscription	1 Zoom Subscription procured from January - December 2023	15,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit	1 Zoom Subscription procured/ renewed on January 24, 2023 valid for 1 year		5.000	3.000	4.000	

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
2. DENR Control Map									
c. Submission of forestry, biodiversity and lands statistical report	100% of forestry statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		PENR Officer Chief, Technical Services Division - Forestry Statistics Focal Chief, Management Services Division - Planning Section - ICT Unit	100% of forestry statistical report forms submitted to RO on the following dates: 1st Quarter - April 3, 2023 2nd Quarter - June 30, 2023		5.000 5.000 5.000	5.000 5.000 5.000	5.000 5.000 5.000	
	100% of biodiversity statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		PENR Officer Chief, Technical Services Division - Biodiversity Statistics Focal Chief, Management Services Division - Planning Section - ICT Unit	100% of forestry statistical report forms submitted to RO on the following dates: 1st Quarter - April 3, 2023 2nd Quarter - June 30, 2023		5.000 5.000 5.000	5.000 5.000 5.000	5.000 5.000 5.000	
	100% of Land Statistical Report forms submitted to RO every July 20 and January 20		PENR Officer Chief, Technical Services Division - Biodiversity Statistics Focal Chief, Management Services Division - Planning Section - ICT Unit	100% of lands statistical report forms submitted to RO on June 30, 2023 for the first semester		5.000	5.000	5.000	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects									
A. Planning									
1. Coordination, formulation and integration of plans, programs and activities for the short, medium and long term horizon including the review and updating of existing plans a. Preparation and submission of Budget Proposal for FY 2023 cum Forward estimates for FY 2023-2025	1 FY 2024 Proposed Physical & Financial Plans prepared and submitted to PPS by end of March 2023	20,000	PENR Officer Chief, Management Services Division - Planning Section - All Section Chiefs Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Protected Area Management Office All Section Planning Focals Designated Information Officer	1 FY 2024 Proposed Physical & Financial Plans prepared and submitted on March 24, 2023		5.000	4.990	4.995	> Encoded in the google drive of PMD-PPS
b. Conduct of consultation meeting with the stakeholders	1 Meetings/ consultations conducted by March 30, 2023 with report submitted 15 days after the conduct of the activity	50,000	PENR Officer Chief, Management Services Division - Planning Section	1 Meeting/consultation conducted by February 27, 2023 with report submitted 11 days after the activity		5.000	5.000	5.000	
e. Preparation and submission of OPCR/DPCR	FY 2023 OPCR Accomplishment Report submitted to RO 2nd Semester 2022 - March 2023		PENR Officer Chief, Management Services Division - Planning Section	1 OPCR Accomplishment Report for 1st Semester FY 2023 submitted to RO on March 29, 2023		5.000	3.495	4.248	
2. Monitor and evaluate implementation of ENR programs and projects including compliance with ENR policies and agreements									
a. Conduct of Monitoring and validation of programs and projects	2 Monitoring and validation of programs/projects accomplishment conducted (with categorical recommendation)	50,000	PENR Officer Chief, Management Services Division - Planning Section	2 Monitoring and validation of programs/projects accomplishment conducted (with categorical recommendation) prepared before the end of quarter 1st Quarter - March 16, 2023 2nd Quarter - June 14, 2023		5.000	5.000	5.000	

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
b. Consolidation of Physical Accomplishment Report	6 monthly accomplishment reports prepared and submitted to RO every 3rd of the ensuing month	20,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section All Section Chiefs Protected Area Management Office All Section Planning Focals Designated Information Officer	6 monthly accomplishment reports prepared and submitted to RO on the following dates: January - January 28, 2023 February - February 28, 2023 March - March 28, 2023 April - April 28, 2023 May - June 2, 2023 June - July 3, 2023		5.000	3.842	4.421	> Submitted via google sheet of PMD-MES
						5.000	4.424	4.712	
						5.000	3.778	4.389	
						5.000	4.424	4.712	
						5.000	4.212	4.606	
						5.000	3.212	4.106	
						5.000	3.000	4.000	
3. Conduct Capacity Building c. Conduct of Physical and Financial Assessment	Semi-Annual Assessment conducted with report submitted	40,000	PENR Officer Chief, Management Services Division - Planning Section	Semi-Annual Assessment conducted on June 26, 2023 with report submitted to RO on July 24, 2023		5.000	5.000	5.000	
B. Forest Management									
a. Operation/Maintenance of Enhanced Forestry Information System a.1 Data Encoder	1 Data Encoder hired from January to June 2023 1st Semester - Jan - June	160,000	PENR Officer Chief, Management Services Division - Planning Section	1 Data Encoder hired from January to June 2023 1st Semester - Jan - June		5.000	3.000	4.000	Contract Date: January 02, 2023 to June 30, 2023 Laurence Lineses (hired COS)
CATEGORY					Rating				
Total Overall Rating					4.238 4.988 4.147 4.541				
Final Average Rating					VERY SATISFACTORY				
Adjectival Rating									
Assessed by:					Final Rating:				
 IMELDA M. DIAZ OIC-PENR Officer DENR-PENRO Marinduque	Date:	DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services Performance Management Team (PMT) DENR MIMAROPA Region	Date:	LORMELYN E. CLAUDIO, CESO IV Regional Executive Director DENR MIMAROPA Region				Date:	

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

I, **CYNTHIA U. LOZANO**, Chief, Technical Services Division of the DENR- PENRO Marinduque, 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 June, 2023.

CYNTHIA U. LOZANO
Chief, Technical Services Division
Date: April 14, 2023

Reviewed by:	Date:		Date:	Approved by:						Chief, Technical Services Division Date: April 14, 2023
IMELDA M. DIAZ OIC-PENR Officer DENR-PENRO Marinduque					MAXIMO C. LANDRITO OIC-Assistant Regional Director for Technical Services DENR MIMAROPA Region					
					<div><div></div>5.0 - Outstanding <div></div>4.0 - 4.99 - Very Satisfactory <div></div>3.0 - 3.99 - Satisfactory <div></div>2.0 - 2.99 - Unsatisfactory <div></div>1.0 - 1.99 - Poor</div>					
P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks	
					Q1	E2	T3	A4		
GENERAL ADMINISTRATION AND SUPPORT										
Submission of results of FY 2022 Agency Procurement Compliance Performance Indicator (APCPI) System	100% APCPI Results by the concerned offices submitted to GPPB-TSO on 31 March 2023		PENR Officer Chief, Management Services Division - Administrative Section PENRO BAC	100% APCPI Results by the concerned offices submitted to GPPB-TSO on March 24, 2023		5.000	4.990	4.995	Scope of Coverage: CY 2022 MOVs: Submitted Accomplished APCPI and Auto-generated acknowledgement from GPPB - TSO Dimensions to Measure: Quality and Timeliness Remarks: Copy furnished PSMD and New- Included in the qualifying of PBB	
Submission of Annual Procurement Plan (APP) Non-CSE based on Approved GAA to GPPB-TSO	100% of Annual Procurement Plan (APP) Non-CSE CY 2022 based on the approved 2022 GAA submitted to GPPB-TSO on January 31, 2023 in accordance with GPPB Circular 02-202 dated May 20, 2020	2,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit PENRO BAC	100% of Annual Procurement Plan (APP) Non-CSE CY 2023 based on the approved 2023 GAA submitted to GPPB - TSO on January 11, 2023 in accordance with GPPB Circular 02-202 dated May 20, 2020		5.000	5.000	5.000	Scope of Coverage: CY 2023 MOVs: Auto-generated acknowledgement from the GPPB-TSO Dimensions to Measure: Quality & Timeliness Copy furnish the DENR Central Office (PSMD_PrMS)	
Implementation of Good Governance Conditions	100% SALN submitted to DENR Personnel Division based on Section 8 of RA 6713 on February 28, 2023	5,000	All permanent employees Chief, Management Services Division - Administrative Section	100% SALN submitted to DENR Personnel Section based on Section 8 of RA 6713 on February 13, 2023		5.000	5.000	5.000	Scope of Coverage: 2022 SALN MOVs: Endorsement Memorandum to RO Dimensions to Measure: Quality & Timeliness	
	100% DPCRs commitment based on the approved OPCR submitted to the Division concerned by April 15, 2023	5,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division	100% DPCR commitment based on the approved OPCR submitted to the Division concerned on April 15, 2023		5.000	3.000	4.000	PENRO submitted to Admin Division RO Scope of Coverage: CY 2023 MOVs: receiving copy of DPCR to concerned Division Dimensions to Measure: Quality & Timeliness PENRO submitted to Admin Division RO	
Submission of IDP of 100% of permanent employees	Consolidated 100% of approved IDP of permanent employees based on the prescribed format submitted to HRDS by the end of April 2023		PENR Officer Chief, Management Services Division - Administrative Section All Employees	Consolidated 100% of approved IDP of permanent employees based on the prescribed format submitted to HRDS by May 3, 2023		5.000	2.804	3.902	Scope of Coverage: FY 2023-2025 MOVs: Consolidated report; Proof of Submission Dimensions to Measure: Quality & Timeliness Consolidated M&E Report to be submitted to DENR CO	
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	19,000.00	PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees	100% documents acted ahead of time with partial minor revisions		5.000	5.000	5.000	For rservices enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness	
Attendance to meetings/workshops/conferences	100% of meetings / workshops/ conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings / workshops conferences	85,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division	100% of meetings / workshops/conferences with reports submitted within 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings / workshops conferences			5.000	5.000	Scope of Coverage: Meetings attended by head of office or meetings of head of office delegated to staff MOVs: Report, matrix of workshop and conference S.O. and Notice of meeting Dimensions to Measure: Timeliness	
SUPPORT TO OPERATIONS										
Data Management including Information Systems Development and Maintenance	100% of basic information of all issued Tenure Instruments and Private Tree Plantation Registrations updated in eFIS within 7 working days upon receipt of the approved and notarized agreement/registration		PENR Officer as Approver - Technical Services Division - e-FIS Focal Person as Creator/Encoder Assisted by: Chief, Management Services Division - Planning Section - ICT Unit	100% basic information of all issued Tenure instruments and Private Tree Plantation Registrations updated in e FIS within 2 working days upon receipt of the approved and notarized agreement/registration		5.000	4.966	4.983	Scope of Coverage: Newly approved tenure and PTPR MOVs: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness Non excecdeable targets Remarks : Submitted to monthly and quarterly reports to RO January - February 1, 2023 February - March 1, 2023 March - April 4, 2023 April - May 2, 2023 May - June 1, 2023 June - June 30, 2023	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	2 Quarterly Accomplishment Reports based on the prescribed format submitted to RO 5 days after the ensuing quarter		PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office All Planning Section Focals	2 Quarterly Accomplishment Reports based on the prescribed format submitted to RO on the following dates: 1st Quarter - April 3, 2023 2nd Quarter - July 5, 2023		5.000 5.000 5.000	3.318 3.636 3.000	4.169 4.318 4.000	Scope of Coverage: Quarterly Report MOVs: Accomplishment report submitted to RO Dimensions to Measure: Quality & Timeliness	



P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
Issuance of Wildlife Permits/ Clearances and Certifications	80% of 502 wildlife permit, certifications and/or clearance application acted upon within the prescribed period	151,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Wildlife Resource Permitting Unit	100% of 564 wildlife permit, certifications and/ or clearance application acted upon within in a day	5.000	5.000	5.000	5.000	Scope of Coverage: breakdown of permit clearance timeline per UWM MOVs: supporting documents stated RA 9147 DAO 2004-55, DAO 2004-60) Dimensions to Measure: Quantity, Quality & Timeliness Wildlife permit applications acted upon within the number of days as prescribed by the law: LTP: 1-2 days; CWR: 7 days; WFP; 24 days; WSUP (for show); 7 days; Non - CITES Import/Export/Re-Export Permit; 2-3 days (BMB); GP Affidavit of Undertaking/MOA; 4 days; Clearance to operate; 24 days; Wildlife Collector Permit for collection of butterfly/monkeys; 13 days; WSUP for collection of soft - shelled turtles; 13 days; Special Local Transport Permit; 5 days The 80% performance target is based on the approved GAA FY 2022
	180 km of patrol conducted within conservation area uploaded to the Lawin Server every 5th of the ensuing month	300,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office	236.85 km of patrol conducted within conservation area uploaded to the Lawin Server on the following dates: January (1/3/23; 1/10/23; 1/11/23; 1/18/23; 1/19/23) February (2/1/23; 2/3/23; 2/7/23; 2/8/23; 2/15/23) March (3/1/23; 3/2/23; 3/9/23; 3/8/23; 3/16/23) April (4/5/23; 4/13/23; 4/14/23; 4/18/23; 4/19/23) May (5/4/23; 4/13/23; 4/14/23; 4/18/23; 4/19/23) June (6/1/23; 6/6/23; 6/8/23; 6/15/23)	5.000		5.000	5.000	Scope of Coverage: Forest cover plus graduated NGP sites (2011-2020) which are outside forest cover MOVs: e-DATS and Memo endorsement Dimensions to Measure: Quantity & Timeliness Data based on RO (Lawin System)
	75% percent of the observed threats that require post patrol response had action taken with reports submitted on June 2023		PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office	100% of the observed threats that require post patrol response had action taken with reports submitted on the following dates: January - February 10, 2023 February - March 15, 2023 March - March 30, 2023 April - April 27, 2023 May - May 25, 2023 June - June 27, 2023	5.000		5.000	5.000	Scope of Coverage: Threats observed within the total forestland; year covered 2023 MOVs: Based on the data uploaded on the Lawin server and reports submitted Dimensions to Measure: Quantity & Timeliness Several observed threats require a different level of responses (within a week, one month, two months or three months) depending on the gravity of certain threats, some threats need a longer time to resolve or address. As such, 75% of observed threats that require post responses must be addressed or had actions taken at the end of the year
Collection of Revenues	168,000 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month 63,000 - Forest Revenue 55,000 - Lands related Revenue 50,000 - Wildlife Permits Revenue		PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Monitoring and Enforcement Section Protected Area Management Office Chief, Management Services Division - Administrative Section - Cashiering Unit	243,653.59 revenues collected and deposited to BTr with monthly report of collection submitted on the following dates; January - January 31, 2023 February - March 20, 2023 March - March 24, 2023 April - April 24, 2023 May - June 2, 2023 June - July 3, 2023 86,720.70 - Forest Revenue 90,332.89 - Lands related Revenue 66,600.00 - Wildlife Permits Revenue	5.000		4.065	4.533	Scope of Coverage: Lands-Foreshore, patrimonial and Gov't properties. PA-Issuance of Wildlife permits, income generated through visitor entrance. FMB-forest revenue collected with official receipt covering all corporate tenures (IFMA, SIFMA, FLGMA, FLAG, FLAGT) MOVs: Monthly report of collection, deposit slip Dimensions to Measure: Quantity & Timeliness
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM									
Land Survey, Disposition and Records Management	90 patents for residential land processed within 120 calendar days and approved and transmitted within 10 days to RoD based on RA 10023 and IRR	300,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit	95 patents for residential land processes within 120 calendar days and approved and transmitted within 10 days to RoD based on RA 10023 and IRR	3.424	5.000	5.000	4.475	Scope of Coverage: Transmitted to RoD within current year MOVs: transmittal sheets with stamp received by RoD, signed judicial form, listings in excel Format Dimensions to Measure: Quantity, Quality & Timeliness Format of Transmittal based on DAO 2019 - 11 LMB will provide template for reporting accomplishments on patents issuance Performance target based on WFP under Remarks (column I) state the target based on GAA - TO BE used for other Performance Measures stipulated in the Performance Information in GAA
	65 patents approved for agricultural lands processed within 120 calendar days and approved and transmitted within 10 calendar days to ROD based on RA 11573	225,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit	88 patents approved for agricultural lands processed within 120 calendar days and approved and transmitted within 10 calendar days to ROD based on RA 11573	5.000	5.000	5.000	5.000	Scope of Coverage: transmittal sheets with stamp received by RoD, signed judicial form MOVs: transmittal sheets with stamp received by RoD, signed judicial form, listings in excel Format Dimensions to Measure: Quantity, Quality & Timeliness Based on RA 1573; 120 days

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Other Activities from WFP									
Data Management including Systems Development and Maintenance									
c. Submission of forestry, biodiversity and lands statistical report	100% of forestry statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit Chief, Technical Services Division - Monitoring and Enforcement Section	100% of forestry statistical report forms submitted to RO on the following dates: 1st Quarter - April 3, 2023 2nd Quarter - June 30, 2023		5.000 5.000 5.000	5.000 5.000 5.000	5.000 5.000 5.000	
	100% of biodiversity statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit Chief, Technical Services Division - Regulation and Permitting Section	100% of forestry statistical report forms submitted to RO on the following dates: 1st Quarter - April 3, 2023 2nd Quarter - June 30, 2023		5.000 5.000 5.000	5.000 5.000 5.000	5.000 5.000 5.000	
	100% of lands statistical report forms submitted to RO every July 20 and January 31		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit Chief, Technical Services Division - Regulation and Permitting Section	100% of lands statistical report forms submitted to RO on June 30, 2023 for the first semester		5.000	5.000	5.000	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects									
A. Planning									
1. Coordination, formulation and integration of plans, programs and activities for the short, medium and long term horizon including the review and updating of existing plans a. Preparation and submission of Budget Proposal for FY 2023 cum Forward estimates for FY 2024-2026	1 FY 2024 Proposed Physical & Financial Plans prepared and submitted by end of March 2023	20,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office All Section Planning Focals Designated Information Officer	1 FY 2024 Proposed Physical & Financial Plans prepared and submitted by end of March 24, 2023		5.000	4.990	4.995	
2. Monitor and evaluate implementation of ENR programs and projects including compliance with ENR policies and agreements									
b. Consolidation of Physical Accomplishment Report	6 monthly accomplishment reports prepared and submitted to RO every end of the month	20,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office All Section Planning Focals	6 monthly accomplishment reports prepared and submitted to RO on the following dates: January - January 28, 2023 February - February 28, 2023 March - March 28, 2023 April - May 5, 2023 May - June 2, 2023 June - June 30, 2023		5.000 5.000 5.000 5.000 5.000 5.000 5.000	3.167 3.707 3.000 3.707 2.660 2.866 3.000	4.078 4.354 4.000 4.354 3.830 3.933 4.000	
B. Forest Management									
Price Monitoring of Forest Products Price monitoring of forest products such as the FOB market price of logs and selected non-timber forest products (covered by RA 7161 or Forest Charges Law) and domestic retail	6 Provincial summary report forms validated and submitted to RO every 15th of the ensuing month the reference month	25,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	6 Provincial summary report forms validated and submitted on the following dates: January - March 15, 2023 February - March 15, 2023 March - March 30, 2023 April - May 2, 2023 May - June 2, 2023 June - July 3, 2023		5.000 5.000 5.000 5.000 5.000 5.000 5.000	4.205 2.227 3.000 5.000 5.000 5.000 5.000	4.603 3.614 4.000 5.000 5.000 5.000 5.000	
Forestry Statistical Reporting System (SRS), Wood Importation and Disposition (WID), and Forestry Related Income Collection a. Forestry Statistical Reporting System (SRS) includes the production and disposition of forest products (i.e. logs, lumber, veneer, plywood), issuances of approved forestry license/permits	2 Statistical report validated on ground, consolidated, analyzed and submitted to RO every 20th day of the following month after the reference quarter	4,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	100% of forestry statistical report forms submitted to RO on the following dates: 1st Quarter - April 3, 2023 2nd Quarter - June 30, 2023		5.000 5.000 5.000	5.000 5.000 5.000	5.000 5.000 5.000	
b. Wood Importation and Disposition (WID) Monitors the importation entry, processing and disposition of imported wood materials such as logs, lumber veneer, plywood, other wood based panels poles and piles, plywood, and wood chips	6 Wood Importation and disposition form accomplished every month with report submitted on or before the 10th day of the ensuing month	4,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	6 Wood importation and disposition form accomplished every month with report submitted on the following dates: January - February 10, 2023 February - March 15, 2023 March - March 30, 2023 April - May 2, 2023 May - June 2, 2023 June - June 27, 2023		5.000 5.000 5.000 5.000 5.000 5.000 5.000	4.294 3.000 2.763 5.000 5.000 5.000 5.000	4.647 4.000 3.882 5.000 5.000 5.000 5.000	
c. Forestry Related Income Collection (FRIC) to have a standard operating procedure on the submission of information regarding the collection of forestry related fees, charges and other revenues	6 Forestry Related Income Collection form accomplished every month with report submitted on or before the 3rd day of the succeeding month	4,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	6 Wood importation and disposition form accomplished every month with report submitted on the following dates: January - February 10, 2023 February - March 15, 2023 March - March 30, 2023 April - May 2, 2023 May - June 2, 2023 June - July 5, 2023		5.000 5.000 5.000 5.000 5.000 5.000 5.000	4.237 2.660 2.763 5.000 5.000 5.000 5.000	4.619 3.830 3.882 5.000 5.000 5.000 5.000	

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Natural Resources Enforcement and Regulatory Program									
Natural Resources Management Arrangement/ Agreement and Permit Issuance									
Permit issuance and monitoring of Forest and Forest Resource Use									
1. Issuance of Tenure Instrument / Management Arrangement									
c. Processing of cutting / harvesting permits and WPP	18 Application documents reviewed/endorced to RED concerned with recommendations for approval by June 30, 2023	20,000	Chief, Technical Services Division - Regulation and Permitting Section	52 Application documents reviewed and approved before June 30, 2023 with reports submitted to RO on the following dates: January (1) - February 8, 2023 February (14) - March 13, 2023 April (9) - May 11, 2023 May (6) - May 25, 2023 June (12) - July 7, 2023	5.000	5.000	4.524	4.841	
2. Compliance Monitoring of tenure or permit holders	7 tenure/ permit holders monitored in compliance to terms and conditions of the permit and forestry laws, rules and regulations by end of June 2023 First Semester - 7 tenurial instrument	180,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	6 tenure/ permit holders monitored in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to RO on the following dates: April 13, 2023 via LBC April 27, 2023 via email		5.000	5.000	5.000	Scope of Coverage: No of tenurial instruments assess MOV's: Tenurial instrument assessed with report submitted to RO Dimension to Measure: Quality and Timeliness 5 - April 13, 2023 1 - April 27, 2023 5 - July 6, 2023
CBFMA	4 tenure/permit holders (CBFMA) monitored in compliance to terms and conditions of the permit and forestry laws, rules and regulations by the end of June, 2023	76,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	4 Tenure/permit holders (CBFMA) was monitored in compliance to terms and condicions of the permit and forestry laws, rules and regulations by end of June, 2023 2 - March 31, 2023 2 - July 4, 2023		5.000	3.861	4.431	
						5.000	2.722		
3. Performance Evaluation of Tenure For Tenure Instrument expiring in 2024 - 2025	3 Tenurial Holder evaluated and reviwed with categorical recommendation endorsed to RO by October, 2023	126,000	Chief, Technical Services Division - Monitoring and Enforcement Section	3 Tenurial Holder evaluated and reviwed with categorical recommendation endorsed to RO on April 23, 2023		5.000	5.000	5.000	
3. Performance Evaluation of Tenure CBFMA expiring in 2023 to 2024)	2 Tenurial instrument reviewed/ evaluated with categorical recommendation endorsed to RO by end of June, 2023 (NAWA) - Expiring in 2023 & MUFA - Expiring in 2024)	84,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	2 tenurial holder evaluated / reviewed with categorical r recommendation endorsed to RO by May, 2023 (NAWA) - Expiring in 2023 & MUFA - Expiring in 2024)		5.000	5.000	5.000	
4. Performance Evaluation of CSCs outside CBFMA (devolved CSCs) including expired and expiring CBFMA a. Re-evaluation of CSC	15 CSC evaluated and report submitted to RO the using the prescribed format indicating categorical recommendation (renewal/cancellation/ for re-evaluation) by end of June, 2023	30,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	15 CSC evaluated and report submitted to RO the using the prescribed format indicating categorical recommendation (renewal/cancellation/ for re-evaluation) submitted on the following dates: 6 - April 4, 2023 9 - July 4, 2023		5.000	3.861	4.431	
							5.000	2.722	
5. Forest Protection Program									
MENU OF ACTIVITIES AND STRATEGIES									
Menu 5. Sustain a well-planned Information, Education and Communications campaign region-wide down to CENRO level									
5.1 Involvement of Forest Communities in forest protection works	3 meetings conducted with report submitted to RO in 15 days after the conduct of the activity	120,000	Chief, Technical Services Division - Monitoring and Enforcement Section	(3) meetings conducted in 3 barangays with proclaimed timberland with report submitted to RO on the following dates: February 8, 2023 - March 16, 2023 February 15, 2023 - March 16, 2023 April 19, 2023 - April 24, 2023	4.778	2.950	3.864		Scope of Coverage: No meetings conducted MOV's: Meeting conducted with report submitted to RO Tungib Lipata, Buenavista - March 16, 2023 Sibuyao, Torrijos - March 16, 2023 Antipolo, Gasan - April 24, 2023 Dimension to Measure: Quantity and Timeliness
							1.828 2.021 5.000		
Menu 6. Consistent apprehension and mandatory administrative adjudication and confiscation of apprehended forest products including conveyances and other implements									
6.1 Apprehension of undocumented forest products including NTFPs, vehicles, equipment and other implements thru proper channels	1,080 volume (bd.ft.) of apprehended undocumented forest products including NTFPs with incidence reports submitted to RO	200,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	197.19 bd.ft. of apprehended undocumented forest products including NTFPs with incidence reports submitted to RO	5.000	5.000	5.000		1) 117.48 bd.ft. of abandoned Amugis lumber was apprehended on January 26, 2023 at Brgy. Antipolo, Gasan, Marinduque incident report submitted on April 1, 2023 2) May 79.71 bd.ft abandoned Molave logs apprehended on May 02, 2023 at Brgy. Balanacan, Mogpog, Marinduque - Administrative Hearing is still on - going
6.2 Hauling of apprehended and / or seized undocumented forest products and vehicles/ implements to CENR Office or any nearest Government Office	1,080 volume (bd.ft.) of apprehended forest products hauled to PENR Office or any nearest Government Office with include report submitted to RO	200,000	Chief, Technical Services Division - Monitoring and Enforcement Section	197.19 bd.ft. of apprehended undocumented forest products hauled to PENR Office or any nearest Government Office with incidence report submitted to RO	5.000	5.000	5.000		1) 117.48 bd.ft. of abandoned Amugis lumber was apprehended on January 26, 2023 at Brgy. Antipolo, Gasan, Marinduque incident report submitted on April 1, 2023 2) May 79.71 bd.ft abandoned Molave logs apprehended on May 02, 2023 at Brgy. Balanacan, Mogpog, Marinduque - Administrative Hearing is still on - going
6.3 Inventory or scaling of apprehended and / or seized undocumented forest product, conveyances, tools, equipment, and implements used	100 % of Forest products apprehended/ confiscated inventoried with quarterly report submitted to RO every 5th of the ensuing quarter Target -1,080 vol in (bd.ft.)	100,000	Chief, Technical Services Division - Monitoring and Enforcement Section	Inventoried 197.19 bd.ft. forest products to the nearest government establishments with report submitted to the RO	5.000	5.000	5.000		1) 117.48 bd.ft. of abandoned Amugis lumber was apprehended on January 26, 2023 at Brgy. Antipolo, Gasan, Marinduque incident report submitted on April 1, 2023 2) May 79.71 bd.ft abandoned Molave logs apprehended on May 02, 2023 at Brgy. Balanacan, Mogpog, Marinduque - Administrative Hearing is still on - going

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Menu 7. Provision of institutional support in investigation filing of information and/ or criminal complaints and prosecution of forestry cases									
7.2 Hiring of Lawyers a. Legal Researcher	1 Legal Researcher hired with report submitted every 5th ensuing month 1st Sem - Jan - June 2023 2nd Sem - July - December 2023	397,000	Chief, Technical Services Division - Monitoring and Enforcement Section	1 Legal Researcher Hired with report submitted every 1st day of the ensuing month 1st - Sem - Jan - June 2023		5,000	5,000	5,000	
Menu 8. Effective Forest Fire, Pest & Disease Management Measures									
8.1 Identification, mapping & monitoring of the fire prone areas	97 hectares Forest fire prone areas identified, and mapped with report submitted by January 30, 2023 1 GIS map produced and submitted to RO by January 30, 2023	127,000	Chief, Technical Services Division - Monitoring and Enforcement Section Chief, Technical Services Division - Monitoring and Enforcement Section	142.88 hectares Forest fire prone areas identified and mapped by end of February 10, 2023 1 GIS Map produced and submitted to RO by February 10, 2023	5,000	5,000	2,454	4,151	
8.2 Fireline establishment (to include NGP graduated project)	5 hectares Fireline established with report submitted by March 30, 2023 with report submitted to RO	120,000	Chief, Technical Services Division - Monitoring and Enforcement Section	5,244 hectares fireline established by April 2023 with report submitted to RO on May 2, 2023		5,000	2,000	3,500	
Menu 10. Sustainable implementation of the Lawin Forest and Biodiversity Protection System									
10.1 Support to Full Operationalization of LAWIN System									
a. Hiring of FPOs	7 Forest Protection Offices hired 1st Sem - Jan - June 2023 2nd Sem - July - December 2023	714,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office	7 Forest Protection Offices hired for the 1st Semester (January - June 2023)		5,000	3,000	4,000	Date of Contract: January 06, 2023 - June 30, 2023
	2 Quarterly Patrol Plan endorsed to RO before the end of the quarter		PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	2 Patrol Plan endorsed to RO on the following dates 1st Quarter - December 16, 2022 2nd Quarter - March 27, 2023	5,000 5,000 5,000	4,500 5,000 4,000	4,750 5,000 4,500		
Issuance of PA Community-Based Resource Management Agreement and Monitoring of PA, Wildlife, Coastal and Marine Resources									
1. Compliance Monitoring of WFP holders a. Wildlife Farm Permit (WFP)	2 compliance monitoring report for 14 WFP holders with attached animal inventory report and supporting documents submitted to RO on the 10th day of ensuing quarter	78,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section	2 compliance monitoring report for 14 WFP holders with attached animal inventory report and supporting documents submitted to RO on the following dates: 1st Quarter - April 13, 2023 2nd Quarter - July 4, 2023	5,000 5,000 5,000	3,539 2,866 4,212	4,270 3,933 4,606		
b. Certificate of Wildlife Registration (CWR)	1 Compliance Monitoring reports for CWR submitted to RO by March 30, 2023	3,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section	1 Compliance Monitoring reports for CWR by March 30, 2023		5,000	3,000	4,000	
Operations against illegal environment and natural resources activities									
2. Mobilization of Wildlife Traffic Monitoring Units (WTMU) in air and seaports	MAR of established WTMUs in Seaports/Airports which are operational submitted, consolidated and endorsed to RO every 5th of the ensuing month <i>Target - 5</i>	50,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section	MAR of established WTMUs in Seaports/Airports which are operational submitted, consolidated and endorsed to RO on the following dates: January - February 10, 2023 February - March 15, 2023 March - March 30, 2023 April - May 2, 2023 May - June 2, 2023 June - July 5, 2023	5,000 5,000 5,000 5,000 5,000 5,000	3,285 2,763 4,141 3,636 3,636 3,000	4,143 3,882 4,571 4,318 4,318 4,000		
3. Mobilization of Wildlife Enforcement Officers (WEOs)	WEOs mobilized with reports submitted to RO every 5th of the ensuing month <i>Target - 6</i>		Chief, Technical Services Division - Monitoring and Enforcement Section	6 reports submitted to the RO on the following dates January - February 10, 2023 February - March 15, 2023 March - March 30, 2023 April - May 2, 2023 May - June 2, 2023 June - July 5, 2023	5,000 5,000 5,000 5,000 5,000 5,000	3,526 2,722 2,371 3,212 4,636 3,212	4,263 3,861 3,686 4,106 4,818 4,106		
4. Provisions for operations against illegal ENR related activities									
e. Implementation of multi-sectoral resolution in Forest Protection	1 resolution approved and adopted (meeting conducted and support to anti-illegal) operations submitted to RO on April 30, 2023	30,000	Chief, Technical Services Division - Monitoring and Enforcement Section	1 resolution approved and adopted (meeting conducted and support to anti-illegal) operations submitted to RO on June 6, 2023		5,000	1,909	3,455	

P/A/Is	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	Q2	Q3	Q4	
Wildlife Resources Conservation Sub-Program									
Protection and Conservation Wildlife									
1. Conservation of Threatened Species b. Population & habitat monitoring and protection of priority threatened species 1. Marine Turtles	1 population monitoring conducted with report submitted to RO end of semester	50,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Biodiversity and Conservation Unit	1 population monitoring conducted for the 1st semester with report submitted to RO on July 4, 2023		5,000	2,763	3,882	
5. Asian Waterbird Census (AWC)	1 Annual Census of Waterbirds in identified sites conducted every January with report submitted by February 2023	40,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Biodiversity and Conservation Unit	1 Annual Census of Waterbirds in identified sites conducted every January with report submitted on February 15, 2023		5,000	5,000	5,000	
2. Management of Wildlife Rescue Centers (WRCs)	1 Wildlife Rescue Center (WRC) maintained by December 31, 2023 with report submitted every 5th of the ensuing quarter	300,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Biodiversity and Conservation Unit	1 Wildlife Rescue Center (WRC) maintained for the 1st semester with report submitted to RO on the following dates: 1st Quarter - March 30, 2023 2nd Quarter - July 4, 2023		5,000	3,677	4,338	
						5,000	4,141	4,571	
						5,000	3,212	4,106	
Coastal and Marine Ecosystems Rehabilitation Sub - Program									
3. Protected Area Suitability Assessment (PASA)	1 PA (Verde Island Passage) with PASA conducted and report submitted to RO by June 2023	200,000	Chief, Technical Services Division - Conservation & Development Sect. - Coastal Resources and Foreshore Management Unit	1 PA (Verde Island Passage) with PASA conducted and report submitted to RO by July 4, 2023		5,000	2,763	3,882	
6. Technical Assistance Component a. Mainstreaming of ICM to the CLUP of LGUs within the major watershed (river systems) contributing to the NIPAS MPAs	1 LGUs provided with technical assistance towards mainstreaming of ICM to their existing CLUPs with report submitted to RO every 5th of the ensuing quarter	90,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Coastal Resources and Foreshore Management Unit	1 LGUs provided with technical assistance towards mainstreaming of ICM to their existing CLUPs with report submitted to RO on the following dates: 1st Quarter - March 30, 2023 2nd Quarter - July 7, 2023		5,000	3,525	4,263	
						5,000	4,141	4,571	
						5,000	2,908	3,954	
b. TA to LGUs on coastal and marine related concerns (assessment, emergency response, facilitation, citizen science, validation investigation of reports/complaints etc.)	1 LGU/ NGO/ Stakeholders assisted with report submitted to RO every 5th of the ensuing quarter	150,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Coastal Resources and Foreshore Management Unit	1 LGU/NGO/ stakeholders assisted with report submitted to RO on the following dates: 1st Quarter - March 30, 2023 2nd Quarter - July 4, 2023		5,000	3,677	4,338	
						5,000	4,141	4,571	
						5,000	3,212	4,106	
5. Social Marketing and Mobilization/Communication, Education and Public Awareness (CEPA) a. Conduct of Regular Special Events related to coastal and marine protection, conservation and management	3 Special events related to coastal and marine protection conservation and management with report submitted to RO 15 days after the event	100,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Coastal Resources and Foreshore Management Unit	3 Special events related to coastal and marine protection conservation and management with report submitted to RO on the following dates: > Month of the Ocean conducted May 18-19, 2023 - June 27, 2023 > Coral Triangle Day conducted June 9, 2023 - June 27, 2023 > World Ocean Day conducted June 9, 2023 - June 27, 2023		5,000	2,681	3,840	
						5,000	2,474	3,737	
						5,000	2,784	3,892	
						5,000	2,784	3,892	
Land Management Sub-Program									
1. Land Survey and Disposition a. Residential (disposed under RA 10023 or Residential Free Patent Activity)	200 Lot survey conducted and survey returns endorsed to RO by end of September, 2023	450,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit	216 Lot survey conducted and survey returns endorsed to RO by May 2023	3,566	5,000	5,000	4,522	
b. Agricultural Areas	100 PLS survey conducted and survey returns submitted to RO by end of September, 2023	225,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit	113 PLS survey conducted and survey returns submitted to RO by April 2023	3,919	5,000	5,000	4,640	
d. Titling of Government lands for public and quasi-public use									
b. Special Patent under Section 4 RA 10023 (School Sites)	3 Special Patent under Section 4 of RA 10023 by October 31, 2023	10,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit	5 Special Patent under Section 4 of RA 10023 before October 31, 2023 - Hupi Elementary School - April 27, 2023 - Mailbago Elementary School - April 28, 2023 - Kasily Elementary School - June 27, 2023 - Angas Elementary School - April 27, 2023 - Puyog Elementary School - April 27, 2023	5,000	5,000	5,000	5,000	
4. Linkage of Digital Public Land Application database to LAMS DCDB	155 new patents scanned and encoded by June, 2023		Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit	183 new patents scanned and encoded by June 29, 2023	5,000	5,000	3,212	4,404	

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	Q2	Q3	Q4	
Forest and Watershed Management Sub-Program Forest Development, Rehabilitation, Maintenance and Protection (ENHANCED NATIONAL GREENING PROGRAM)									
3. Support to Seedling Production 3.a Establishment, Maintenance and / or Operation Forest Nurseries to produce seedlings for distribution	1 Nursery maintained/operated by end of June, 2023	200,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal	1 Nursery maintained/operated by end of June, 2023		4.000	3.000	3.500	
4. SUPPORT TO NGP IMPLEMENTATION									
4.b. Hiring of Forest Extension Officers and/or Technical personnel to support NGP implementation	1 Technical and Support personnel hired with report submitted every 5th of the ensuing month for Assessment of Graduated NGP sites 1st Sem - Jan - June 2023 2nd Sem - July - December 2023	245,000	Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal	1 Technical and Support personnel hired with report submitted every 2nd day of the ensuing month for Assessment of Graduated NGP sites 1st Sem - Jan - June 2023		5.000	3.000	5.000	Date of Contract: January 6, 2023 - June 30, 2023
	1 Forest Extension Officer hired with monthly reports submitted every 5th of the ensuing month 1st Sem - Jan - June 2023 2nd Sem - July - December 2023	245,000	Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal	1 Forest Extension Officer hired with monthly reports submitted every 2nd day of the ensuing month 1st Sem - Jan - June 2023		5.000	3.000	5.000	Date of Contract: January 6, 2023 - June 30, 2023
	1 Database Management Officer hired to upload and manage the NGP Database with monthly reports submitted every 5th of the ensuing month 1st Sem - Jan - June 2023 2nd Sem - July - December 2023	245,000	Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal	1 Database Management Officer hired to upload and manage the NGP Database with monthly reports submitted every 2nd day of the ensuing month 1st Sem - Jan - June 2023		5.000	5.000	5.000	> Resigned on March 1, 2023
	1 Finance Staff Hired to assist in recording Book of Accounts of the reforestation projects with monthly reports submitted every 5th of the ensuing month 1st Sem - Jan - June 2023 2nd Sem - July - December 2023	245,000	Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal	1 Finance Staff Hired to assist in recording Book of Accounts of the reforestation projects with monthly reports submitted every 2nd day of the ensuing month 1st Sem - Jan - June 2023		5.000	3.000	5.000	Date of Contract: January 6, 2023 - June 30, 2023
5. Procurement of Vehicle	1 4x4 Pick-up vehicle procured by March 2023	2,100	Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal	1 4x4 Pick-up vehicle procured by March 28, 2023		5.000	3.495	4.248	
Soil Conservation and Watershed Management including River Basin and Management and Development									
Water Resource Utilization									
a. Conduct of continuing inventory of Water Users (Climate-responsive output indicators)	16 water users inventoried and mapped by July 2023	19,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Water Resource Utilization Unit	19 water users inventoried and mapped by April, 2023	4.283	5.000	5.000	4.761	
b. Conduct of identification and mapping of Water Sources	16 water sources identified and mapped by July 2023	19,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Water Resource Utilization Unit	19 water users identified and mapped by April, 2023	4.283	5.000	5.000	4.761	
c. Accept and verify Water Permit Application	1 WPA accepted, verified and transmitted to NWRB with recommendation by June 2023	5,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Water Resource Utilization Unit	2 WPA accepted, verified and transmitted to NWRB with recommendation on the following dates: > WPA of Slaughter House - March 30, 2023 (via LBC) > WPA of Hildred Regino - July 4, 2023 (via email)	5.000	5.000	3.882	4.627	
Average Rating:					4.632	4.980	4.086	4.566	
CATEGORY									
Total Overall Rating									
Final Average Rating									4.566
Adjectival Rating									VERY SATISFACTORY
Assessed by:									
		Date:			Final Rating:				
IMELDA M. DIAZ OIC - PENRO MARIJUQUE DENR-PENRO Marijuque			MAXIMO C. LANDRITO OIC, Assistant Regional for Technical Services DENR-MIMAROPA Region		LORMELYN E. CLAUDIO, CESO IV Regional Executive Director DENR-MIMAROPA Region		Date:		