

B. Individual Performance Commitment and Review Form

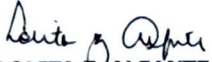


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Lolita Z. Alfante, 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 **July to DEcember, 2022**.

Lolita Z. Alfante
LOLITA Z. ALFANTE
Ratee

Date:

Reviewed by:	Date:	Approved by:	Date:				
<i>P. F. Fabelon</i> PETERSON F. FABELLON Chief, Regulation and Permitting Section		<i>Caesar E. Quebec</i> ENGR. CAESAR E. QUEBEC CENR Officer					
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Evaluation of Personnel Performance	Two (2) IPCR with rating prepared and submitted to In-charge, Administrative Unit	Two (1) IPCR with rating prepared and submitted to In-charge, Administrative Unit ON July 18, 2022		5.000	2.589	3.795	
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	100% of documents acted upon with partial/ minor revision need 3 working days for simple documents and 15 days for complex documents upon receipt		4.500	5.000	4.750	
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	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				3.000	
SUPPORT TO OPERATION							
Wood Importation and Disposition (WID)	100% monthly reports on wood importation and disposition of CENRO reviewed and submitted to Chief, RPS every 25th day of the month	100% monthly reports on wood importation and disposition of CENRO reviewed and submitted to Chief, RPS every 25th day of the month		5.000	3.000	4.000	
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Issuance of cutting/ harvesting permits and WPP	5 cutting/harvesting permits with report prepared and submitted to Chief, RPS 1 hour upon receipt of the Inventory Report and Stand Stock Table March 15, 2022 - two (2) June 15, 2022 - two (2) September 15, 2022 - one (1)	20 cutting/harvesting permits with report prepared and submitted to Chief, RPS 1 hour upon receipt of the Inventory Report and Stand Stock Table September 15, 2022 - twenty (20) (PTPR)	5.000	5.000	5.000	5.000	
Processing and Issuance of Local Transport Permit (LTP)	One (1) Local Transport Permit (LTP) using prescribed template per DENR DAO 2004-55 reviewed and submitted to Chief, RPS and CENR Officer 3 hours upon receipt not later than June 25, 2022	One (1) Local Transport Permit (LTP) using prescribed template per DENR DAO 2004-55 reviewed and submitted to Chief, RPS and CENR Officer 3 hours upon receipt	3.000	5.000	3.000	3.667	

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks				
			Quantity	Quality	Timeliness	Average					
Collection of Revenues	100% order of payment prepared 15 minutes upon receipt of request (forestry related revenue)	100% order of payment prepared 15 minutes upon receipt of request (forestry related revenue)		5.000	5.000	5.000					
OTHER CROSS CUTTING INDICATORS											
	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		5.000	5.000	5.000					
Total Overall Rating			8.000	34.500	28.589	31.211					
Final Average Rating			4.000	4.929	4.084	4.459					
Adjectival Rating			VERY SATISFACTORY								
Comments and Recommendations for Development Purposes											
Very Resourceful, w/ good self initiative, can accomplished assigned task without close supervision											
Discussed with:	Date:	Assessed by:	Date:	Final Rating:	Date:						
 LOLITA Z. ALFANTE Forester II	JAN 31 2023	I certify that I discussed my assessment of the performance with the employee.  PETERSON F. FABELLON Chief, Regulation and Permitting Section	JAN 31 2023	 ENGR. CAESAR E. QUEBEC CENR Officer	JAN 31 2023						